

ASSESSMENT # 13

Total Marks: 30

1. Give short answers to the following questions: (15)
 - i. What are the common causes of absence, according to a CIPD Report?
 - ii. Give some examples of short - term and long - term absence of employees.
 - iii. What does the term ALIDEIM stand for?
 - iv. What is attendance bonus? How does it work?
 - v. What measures can be taken for promoting health and well-being of employees within the organisation?
2. Discuss in detail how managers can control absence problems in an organisation. (7)
3. Outline the points that must be considered when taking disciplinary action against an employee. (8)