

ASSESSMENT # 7

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)