

# Absenteeism Tracking Tool

The purpose of the Absenteeism Tracking Tool, which has been developed in Microsoft Access 2007, is to keep track of and analyze absenteeism data gathered through Workplace Satisfaction Surveys. The surveys are to be completed periodically on pre-defined time periods to enable adequate analysis of absenteeism causes and to measure effectiveness of mitigation strategies implemented to reduce absenteeism.

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## Best Practice Documents

- License Agreement (on the next page)
- User Manual
- Installation Instructions
- Workplace Satisfaction Survey
- Software database (access database)

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