



Factsheet

The project Occupational Health Management and Presenteeism among Swiss employees



www.presenteeism.ch

Factsheet E-Learning

Definition presenteeism

Presenteeism is defined as the behaviour of working people to go to work despite the presence of symptoms of illness.

Data from over 1700 participants from various industries show that 65 per cent of participants engage in presenteeism.

Risk factors

The risk factors for presenteeism are manifold. They can be divided into personal, work-related and organisational risk factors. Person-related risk factors include age, gender, occupation and chronic diseases. Work-related risk factors refer to the amount of work involved or social relationships at work. The organisational risk factors include work safety, fairness at work or the framework conditions for sickness-related incapacity to work.

Impact

For employees, presenteeism can exacerbate an already existing health impairment and also have a negative impact on the quality of everyday work and work performance. For companies, presenteeism leads to reduced productivity and quality of work.

The analysis of the correlations from the study also showed that people with higher presenteeism reported lower job satisfaction and poorer physical and mental health.



Being ill and feeling ill is something very individual. The person concerned knows him/herself best and makes the decision.

Illness: rights and duties

If you are sick or have had an accident, you will continue to receive a salary for a certain period of time. Furthermore, you may not be dismissed during this time.

- If someone in your family is sick and you cannot find someone to look after them, you are entitled to three days' paid leave.
- If you are ill or if you do not feel well during pregnancy, you must inform your employer as soon as possible.
- Your employer does not have the right to ask about diagnoses.
- As a rule, you do not have to submit a doctor's certificate until the third day of absence. Check with your employer which regulations apply to you.

- Your employer is not allowed to dismiss you while you are on sick leave. During the so-called blocking period, you are protected against dismissal (for 30 days in the first year of employment, 90 days from the second to the fifth year of employment, 180 days from the sixth year of employment).

Feedback

Feedback is a process of two-way feedback and, in communication, it is a way of talking to others about how I see them or learning how others see me.

«I don't know what I said before I heard my counterpart's answer.»

Paul Watzlawick

Giving feedback means telling another person how they seem, what they are doing. In principle, the messages must be unambiguous, clear and comprehensible for the other person. The Feedback WWW Rule serves as a guide for giving feedback:



1. Describe perception

What did I notice? What did I experience? What happened? Examples, facts, observable things, concrete situations.



2. Explain effects

How did that make me feel? What impression does it make on me? I-messages, sensations, interpretations.



3. Formulate wish

What would I like to see in the future wish for instead? Constructive proposal.

Accept feedback

The person receiving the feedback is in a passive role. However, they should also be aware of their role and observe rules, because it is not always easy to give feedback. For the receiver, it is a matter of listening, accepting, asking questions and, if necessary, summarising.

Group dynamics

Group dynamics arise from the interaction and relationships between group members. There are several factors that contribute to group dynamics:



- Communication
- Common Goals
- Role
- Norma
- Cohesion
- Power and Influence

Create a win-win situation

Different views can lead to conflict. Views are linked to expectations, personalities or values. In order to defuse the emotions that arise in such situations and to create a win-win situation, the Harvard method can be used.

- People People and problems are separated.
- Interest It is about interest, not positions.
- Options Prepare different alternatives.
- Criteria Make an objective decision.

Pain is a warning signal

Years of heavy physical work or sitting for hours at a time at the workplace can cause poor posture, which can lead to pain and restricted movement. If there is pain, action is needed and reflection on posture at the workplace is recommended.

You can find more information on our website.



Team building

Team development in a group arises from the process of cooperation and interaction between the group members. There are various models that describe the development process of teams. A frequently used model is the model of team development developed by Tuckman, which consists of the following phases:

