Absence

- Unauthorized leave
- Excessive sick leave
- Pattern of Monday and/or Friday absences
- Excessive tardiness
- Leaving work early
- Peculiar or improbable excuses for absences
- High rates of absenteeism for colds, flu, gastritis, etc.
- Frequent, unscheduled, short-term absences

Difficulties in Concentration, Confusion

- Work requires great effort
- Job takes more time
- Hand tremors when concentrating
- Frequent daydreaming
- Details often neglected
- Undependable
- Difficulty in recalling instructions clearly
- Increasing difficulty in handling complex assignments
- Difficulty recalling own mistakes
- Forgetful
- Reduced awareness of surroundings and events

A pattern of performance deterioration, as evidenced by a number of the following behaviors, may indicate that an employee is struggling with emotional and/or chemical dependency issues. If you are concerned about the following behaviors in any of your employees, encourage them to call the Cigna Life Assistance Program at 1-800-538-3543 anytime, day or night. We will help the employee get confidential, personalized support.

On-the-Job Absenteeism

- Away from work station more than job requires
- Frequent trips to break room or bathroom
- Long coffee breaks
- Physical illness on the job

High Accident Rate

- Accidents on the job
- Frequent trips to the medical department
- Accidents off the job but affecting work performance
- Accidents causing damage to equipment

Together, all the way.®
Lowered Job Efficiency
› Missed deadlines
› Mistakes or bad decisions
› Inattention or impaired judgment
› Wastes materials
› Improbable excuses for poor job performance
› Lowered output
› Overly dependent on others
› Carelessness

Initiative
› Unwillingness to change work responsibilities
› Unwillingness to change ways of doing job
› Needs constant supervision or extra help

Interpersonal Skills
› Overreacts to real or imagined criticism
› Wide swings in mood
› Borrows money from coworkers
› Complaints from coworkers
› Avoids old friends or colleagues
› Constant complaints to associates and supervisors
› Avoids supervisor, especially after lunch and breaks
› Avoids making eye contact with others
› Overly critical of others
› Makes unreliable or untrue statements

Communication
› Less communicative than in the past
› Unclear or imprecise communication
› Argumentative with coworkers and supervisors

Sporadic Work Patterns
› Alternating periods of very high and very low productivity
› Quality of work produced differs from time to time

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