

# Sickness Absence in the Northern Ireland Civil Service

**2014/2015**



Department of  
**Finance and  
Personnel**  
[www.dfpni.gov.uk](http://www.dfpni.gov.uk)

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# EXECUTIVE SUMMARY

This annual report provides a comprehensive analysis of sickness absence in the Northern Ireland Civil Service over the 2014/2015 financial year. It contains analyses of trends over the last five years and details the progress being made towards absence targets.



↑  
↓  
Headline figure up/down on previous year.

The headline absence figure for 2014/2015 was **10.8 days** (average days lost per staff year), an increase from 10.1 days in the previous year and short of the annual target of 8.5 days.

The 10.8 working days lost per staff year represented **4.9%** of the available working days in 2014/2015 and in salary terms can be equated to an estimated **£31.9 million** of lost production.

While more than half of staff had no recorded absence, over one in ten were off sick for an average of nearly three months. Long-term absences accounted for nearly three quarters of all working days lost and remain a major barrier to the achievement of absence targets.

As in previous years, the main reason for absence was **Anxiety/Stress/Depression/Other Psychiatric Illnesses** which accounted for nearly one out of every three days lost. Just over one third of the working days lost in this illness category were recorded as work-related stress.

The level of absence ranged from 8.2 days for the Public Prosecution Service to 14.6 days for the Department of Justice. A large part of the variation between Departments was attributable to differences in terms of their grade, gender and age profiles. The Department of Justice made the biggest contribution to the overall increase in absence level for 2014/2015, accounting for approximately half the rise. This was driven, in large part, by an increase in long-term absence among Prison Grade staff.

The absence level of females (12.8 days) remained higher than that for males (9.0 days). Approximately half of the difference was due to gender-specific absences<sup>2</sup>.

Staff who had been in post for under two years, around half of whom would have been on probationary terms and conditions, had less than half the level of sickness absence (5.3 days) of staff who had been employed for two years or more (11.1 days).

<sup>1</sup>Available Working Days.

<sup>2</sup>Absences due to Pregnancy Related Disorders, gender-specific Genitourinary and Gynaecological Disorders and gender-specific Benign and Malignant Tumours, Cancers.



# KEY FACTS

	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015
<b>Proportion of Staff with No Recorded Spells of Absence (%)</b>	51.8	53.7	52.3	55.3	<b>52.1</b>
<b>Working Days Lost per Staff Year</b>	10.7	10.1	10.6	10.1	<b>10.8</b>
<b>Percentage of Available Working Days Lost (%)</b>	4.9	4.6	4.9	4.6	<b>4.9</b>
<b>Total Number of Working Days Lost</b>	287,131	263,545	275,170	262,230	<b>277,176</b>
<b>Estimated Lost Production<sup>1</sup> (£ Million)</b>	30.0	28.6	30.8	30.2	<b>31.9</b>
<b>Average Number of Spells per Staff Year</b>	0.8	0.8	0.8	0.7	<b>0.8</b>
<b>Proportion of Working Days Lost by Certification</b>					
Certified (%)	77.1	79.1	79.2	82.2	<b>81.7</b>
Self-Certified (%)	13.2	13.5	13.6	12.6	<b>12.7</b>
Uncertified/Missing (%)	9.7	7.5	7.2	5.2	<b>5.6</b>
<b>Long-term Absence</b>					
Proportion of Working Days Lost due to Long-term Absence (%)	72.0	71.3	70.7	73.0	<b>73.6</b>
Frequency Rate <sup>2</sup> (%)	11.3	11.0	11.1	10.9	<b>11.8</b>
Average Duration (Working Days)	61.2	58.6	60.0	59.8	<b>60.2</b>
<b>Short-term Absence</b>					
Average Number of Spells per Staff Year	0.67	0.65	0.67	0.61	<b>0.64</b>

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<sup>1</sup>Any information provided in this report that relates to lost production is calculated, where possible, on the basis of each individual's actual salary and the associated employer's National Insurance and Superannuation contributions.

<sup>2</sup>Frequency Rate is the average number of long-term spells per employee, expressed as a percentage.  
(No. of spells of long-term absence in the period/No. of employees) x 100





## CHAPTER 1

# Working Days Lost through Sickness Absence

**10.8** working days lost on average due to sickness absence

**4.9%** of available working days lost due to sickness absence

**£31.9** million lost production

# 1. WORKING DAYS LOST THROUGH SICKNESS ABSENCE

Absence levels vary by Department, grade level, gender, age group, and the length of service of staff. This chapter looks at variations within these groupings over the last 5 years.

## 1.1 Introduction

Staff in the NICS lost an average of 10.8 days to sickness absence in 2014/2015 - an increase from the previous year when staff lost 10.1 days.

The three main measures of sickness absence – working days lost per staff year, percentage of available working days lost and estimated lost production were the highest, or as high as they had been in the last 5 years.

In total, 4.9% of all available working days were lost to sickness absence, equating to around £31.9 million in lost production. The estimated cost of lost production<sup>1</sup> is calculated using direct costs alone and does not take into consideration any associated costs such as for overtime and replacement staff.

Staff who either retire early on medical grounds or are dismissed because of inefficiency due to sickness absence are entitled to receive up to 13 weeks notice. In line with Cabinet Office guidelines, any sickness absences during this notice period are included in the overall statistics. These absences contributed around 0.3 of a day to the overall absence level. If they were excluded, the headline figure of 10.8 days would reduce to 10.5 days.

---

<sup>1</sup>Any information provided in this report that relates to lost production is calculated, where possible, on the basis of each individual's actual salary and the associated employer's National Insurance and Superannuation contributions.

## 1.2 Department

The average number of working days lost ranged from 8.2 days for PPS to 14.6 days for DOJ in 2014/2015.

Only three Departments improved their absence levels on last year - DFP, DHSSPS and OFMDFM. The working days lost remained unchanged for PPS while for the rest of the Departments absence levels rose with DOJ, DEL and DOE experiencing notable increases.

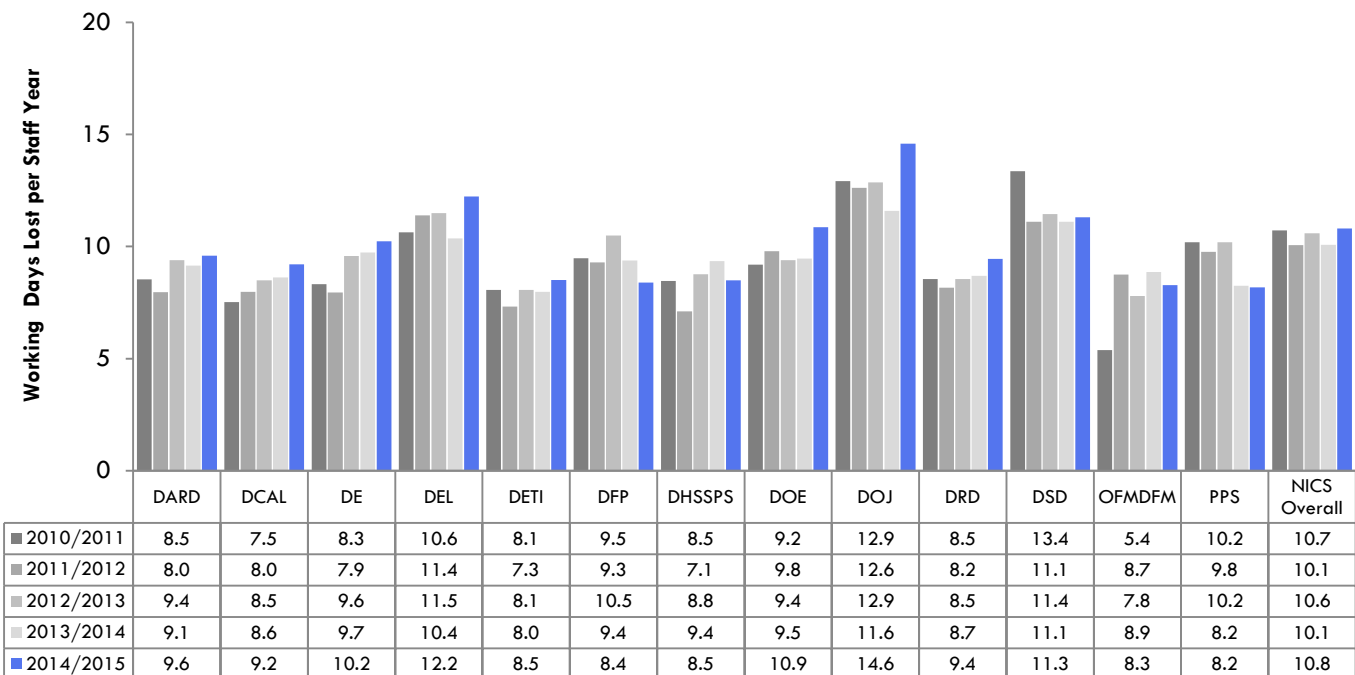
The greatest contributor to the overall NICS increase in absence levels was DOJ, accounting for approximately half of the rise. This was driven in large part by their Prison Grade staff. To view each Department's contribution to the overall NICS absence level, go to Appendix 9 – Table 9.1.

The staffing profile of a Department has a major influence on its absence rate. This needs to be borne in mind when drawing inferences from Departmental comparisons. In Appendix 5 the staffing profile of each Department has been standardised to enable more appropriate like-for-like comparisons between Departments.

When standardised, absence levels decreased for most Departments. DOJ had the greatest reduction, decreasing from 14.6 to 10.7 days.

**Figure 1**

Working Days Lost per Staff Year by Department (2010/2011 to 2014/2015)<sup>1</sup>



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<sup>1</sup>Staff in AOCC, HSENI, NIAUR and OAGNI are included in the NICS Overall figure.

### 1.3 Grade Level

The average number of working days lost ranged from 3.7 days for staff at Grade 5 level and above to 20.4 days for Prison Grade staff.

Only two of the eleven grade levels improved from last year - G6 and EOI. Absence levels increased for the rest of the grade levels, with staff in the Prison Grade, AA and Industrial grades all experiencing notable increases.

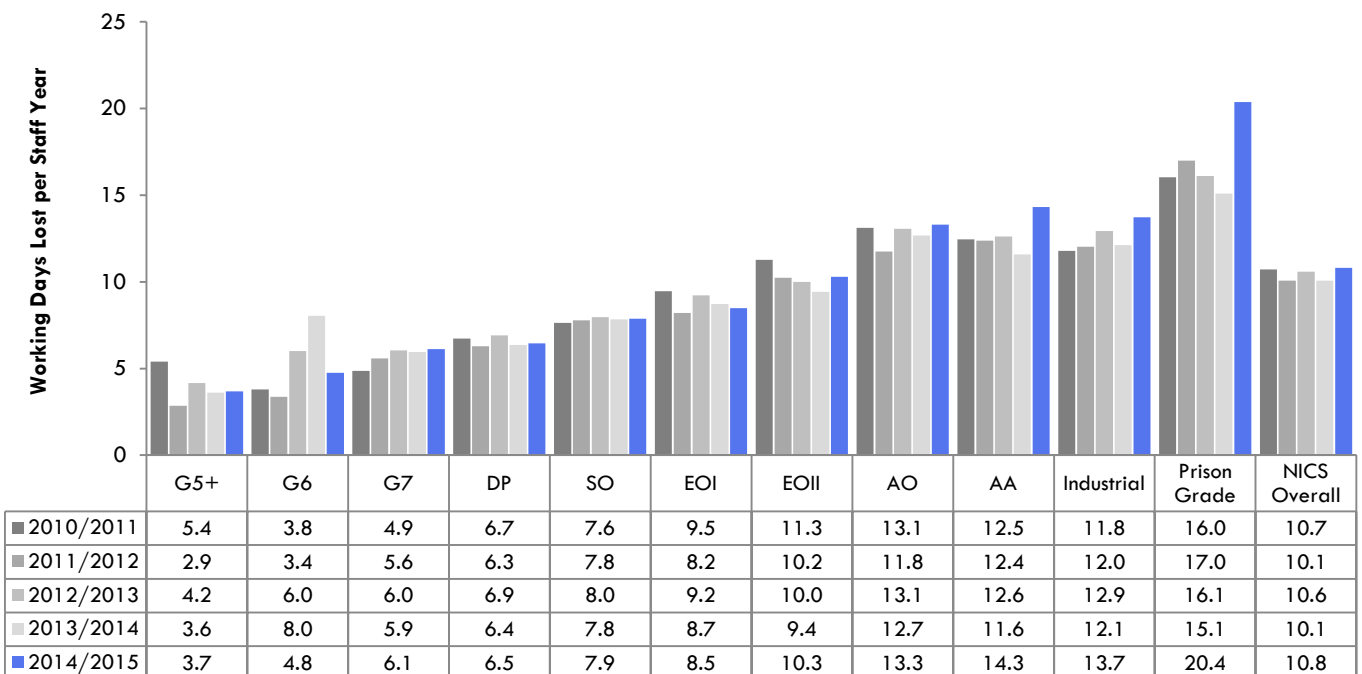
The greatest contribution to the overall NICS increase in absence levels was made by Prison Grade staff; they accounted for 35.6% of the rise.

Administration Officer (AO) is the largest grade level and these staff make up just over a quarter of the NICS. They were the greatest contributor to the NICS absence level, contributing 3.60 days to the overall total of 10.8 days.

To view each grade level's contribution to the overall NICS absence level, go to Appendix 9 – Table 9.2.

**Figure 2**

Working Days Lost per Staff Year by Analogous Grade Level (2010/2011 to 2014/2015)<sup>1</sup>



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<sup>1</sup>For the purpose of this analysis all former Northern Ireland Office staff at the Band C grade level have been classified as analogous to the EOII grade level.

## 1.4 Gender

Absence levels increased for both males and females in 2014/2015.

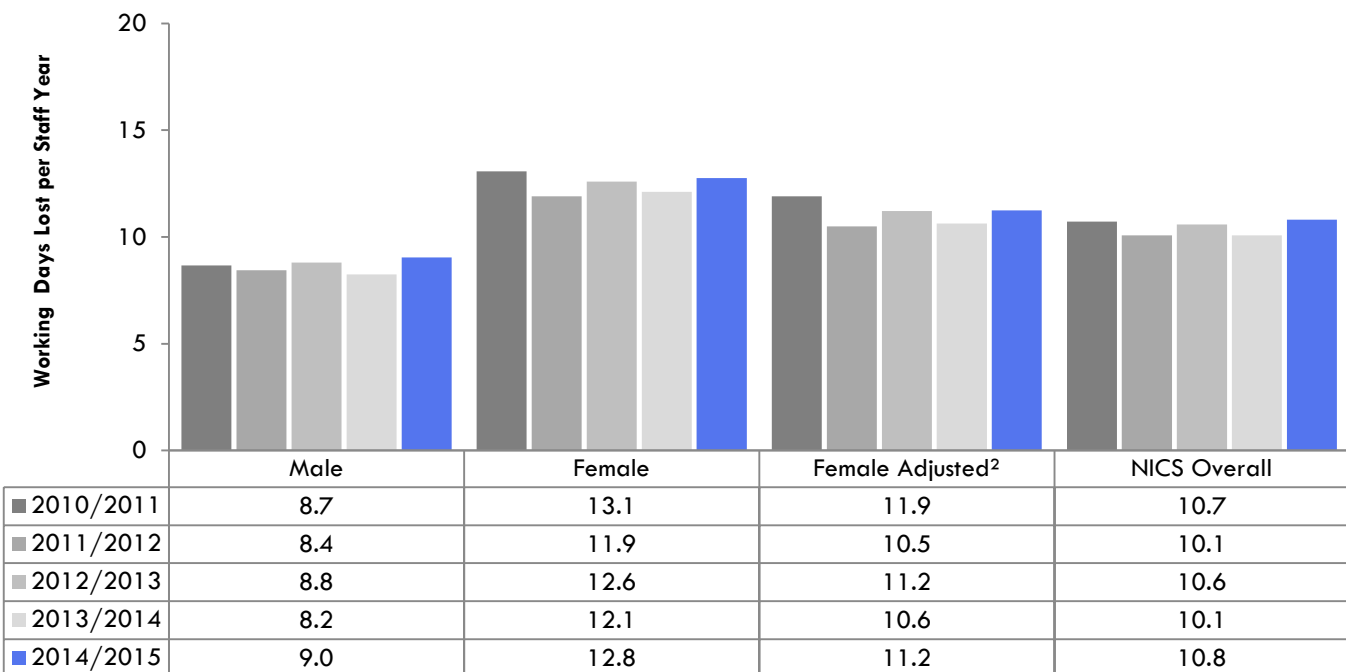
Historically, females have had a higher level of absence than males with a difference of around 4 days in recent years. However, there are many factors to consider when looking at the difference between genders.

Approximately half of this difference was due to gender-specific absences<sup>1</sup>. If these were excluded the difference would fall to under 2 days (10.6 days for females and 8.9 days for males).

To view the contribution of each gender to the overall NICS absence level, go to Appendix 9 – Table 9.3.

**Figure 3**

Working Days Lost per Staff Year by Gender (2010/2011 to 2014/2015)



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<sup>1</sup>Absences due to Pregnancy Related Disorders, gender-specific Genitourinary and Gynaecological Disorders and gender-specific Benign and Malignant Tumours, Cancers.

<sup>2</sup>Excludes absences due to Pregnancy Related Disorders.

## 1.5 Length of Service

Staff with less than 2 years of service in the NICS lost 5.3 days; less than half the days that staff with more than 2 years of service lost (11.1 days) in 2014/2015.

The low level of sickness absence among new staff is a likely consequence of them being on a one year period of probation with more stringent conditions in place for managing sickness absence. Each spell of sickness absence leads to a review and the consideration of potential inefficiency action.

**Table 1**

Working Days Lost per Staff Year by Length of Service (2010/2011 to 2014/2015)

Length of Service	Working Days Lost per Staff Year				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Less than 1 year	5.8	4.3	3.9	3.6	3.4
1 to less than 2 years	8.8	5.9	6.3	6.1	6.3
<b>Less than 2 years</b>	<b>7.7</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>	<b>5.3</b>
2 to less than 3 years	11.3	10.7	7.7	7.4	11.6
3 to less than 4 years	10.4	10.2	10.4	5.5	10.6
4 to less than 5 years	11.1	11.5	10.3	10.1	9.7
5 years or more	10.9	10.1	10.9	10.5	11.1
<b>2 years or more</b>	<b>10.9</b>	<b>10.2</b>	<b>10.8</b>	<b>10.4</b>	<b>11.1</b>
<b>NICS Overall</b>	<b>10.7</b>	<b>10.1</b>	<b>10.6</b>	<b>10.1</b>	<b>10.8</b>

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## 1.6 Age Group

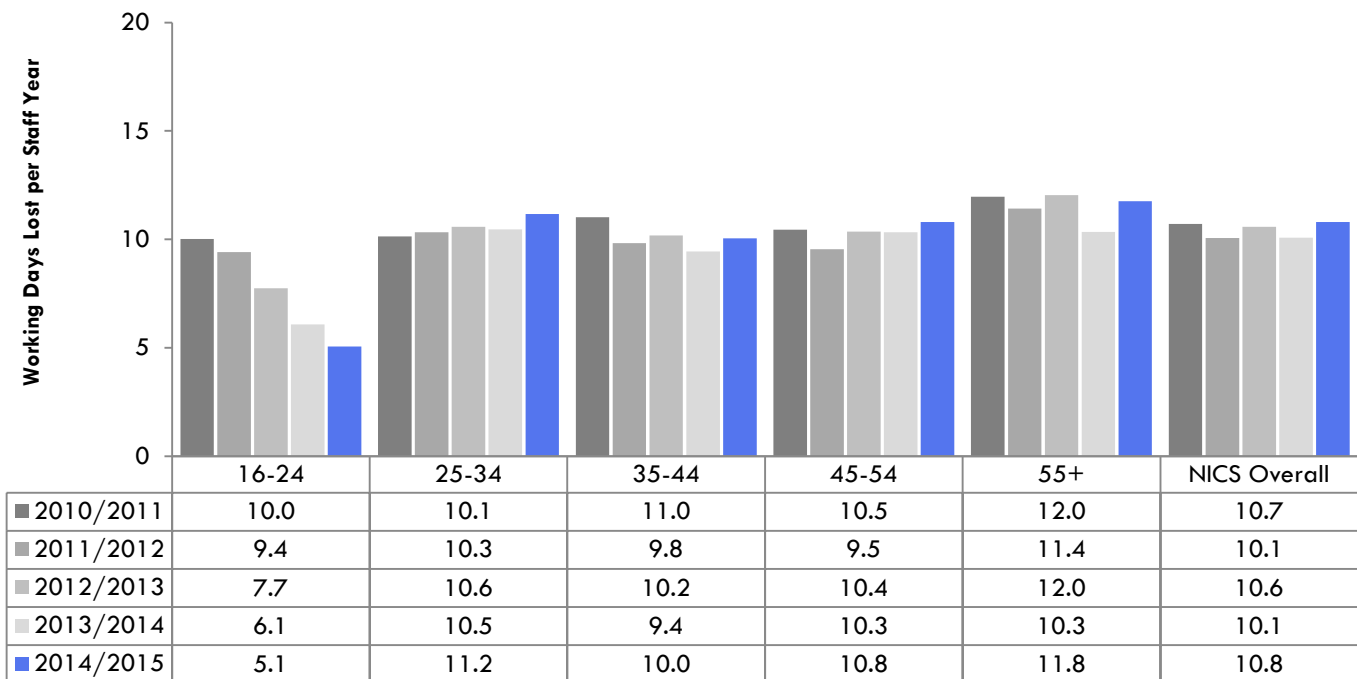
The average number of working days lost ranged from 5.1 days for staff aged 16-24 to 11.8 days for staff aged 55+.

Absence levels increased for all age groups, with the exception of staff aged 16-24.

Generally, older staff tended to have fewer absences but when they were sick, the duration of their absence was longer. The average duration of absence increased by age group and ranged from 8.2 days for staff aged 16-24 to 17.9 days for staff aged 55+. To view in greater detail, go to Appendix 6 – Table 6.4.

**Figure 4**

Working Days Lost per Staff Year by Age Group (2010/2011 to 2014/2015)



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## CHAPTER 2

# Spells of Sickness Absence

**52.1%** of staff had **no** sickness absence

**67.5%** of absence spells lasted five working days or less

**81.7%** of working days lost were covered by a medical certificate

## 2. SPELLS OF SICKNESS ABSENCE

This chapter looks at the number and duration of sickness absence spells, as well as the certification of spells. Supporting information can be found in Appendix 6.

### 2.1 Number of Absence Spells

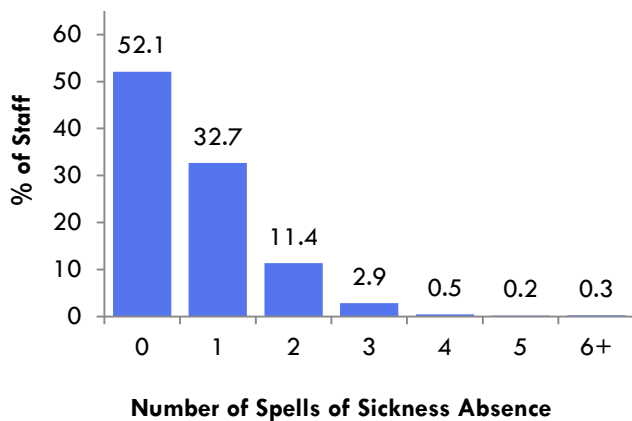
In 2014/2015, 52.1% of staff had no recorded spell of sickness absence - a decrease from the previous year when 55.3% staff had none. One spell of absence was recorded for 32.7% of staff, 11.4% had two spells, while the remaining 3.8% of staff were absent on three or more occasions.

The proportion of staff with no absence varied markedly between Departments. Under 50% of staff in DSD and DETI had no absence compared with 63.3% of staff in DRD (Appendix 6 - Table 6.10).

Figure 6 provides a breakdown of each individual's total number of working days lost during the year, across all their absence spells. While the majority of staff lost no days, 23.2% lost between one and five days in total. In previous years, the percentage of staff who lost more than twenty days during the year had been steadily decreasing. This year it increased slightly to 12.3%.

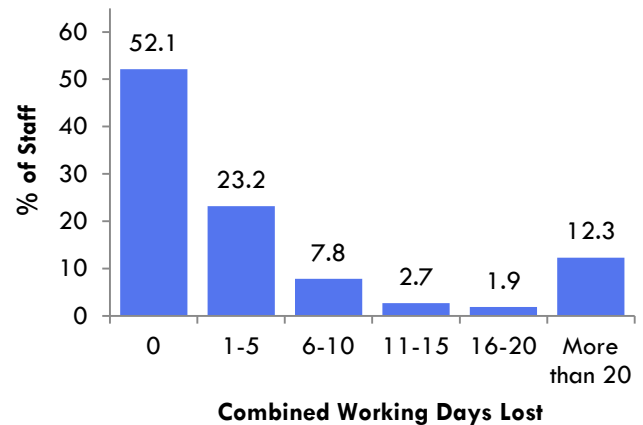
To view either absence spells or working days lost in greater detail, go to Appendix 6.

**Figure 5**  
Number of Absence Spells



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**Figure 6**  
Combined Working Days Lost<sup>1</sup>



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<sup>1</sup>The total number of working days lost is counted across all absence spells for an individual during the financial year.

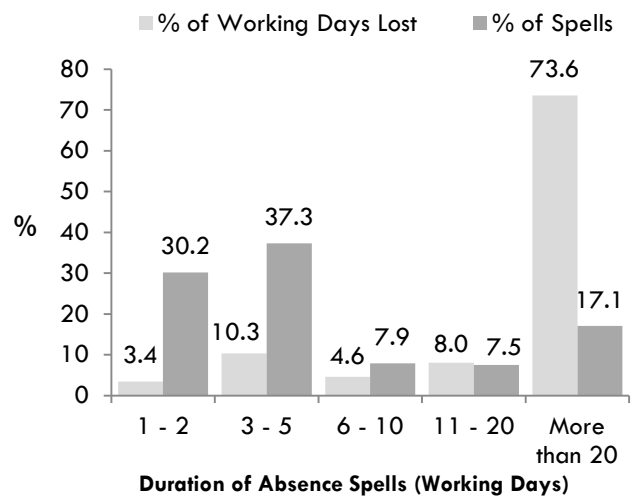
## 2.2 Duration of Absence Spells

Around 19,800 sickness absence spells were recorded in 2014/2015. The majority of spells were short-term, lasting twenty days or less. In total, 67.5% of absence spells lasted five working days or less. These absences constituted just 13.7% of the total working days lost.

Long-term absences (lasting more than twenty days) occurred less frequently than short-term absences but made up the bulk of all working days lost. Long-term absences accounted for only 17.1% of spells but 73.6% of all working days lost.

**Figure 7**

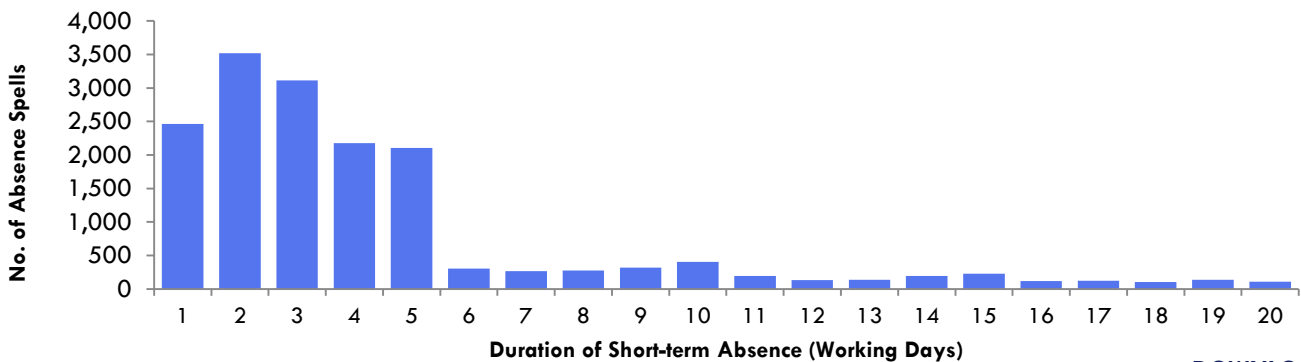
Duration of Absence Spells



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**Figure 8**

Number of Spells by Duration - Short-term Absences



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Absence spells that lasted for two days were the most frequent, accounting for 15.8% of all spells of absence.

Short-term absence spells, lasting between one and 20 working days, were predominately due to *Cold, Cough, Flu, Influenza* (25.9%) or *Gastrointestinal Problems* (21.7%). An analysis of Long-term absences can be found in Chapter 4.

**Table 2**

Short-term Absence by Reason

Reason for Short-term Absence	% of Spells	Reason for Short-term Absence	% of Spells
Cold, Cough, Flu, Influenza	25.9	Headache/Migraine	2.9
Gastrointestinal Problems	21.7	Other Known Causes - Not Elsewhere Classified	2.7
Pregnancy Related Disorders	7.9	Other Musculoskeletal Problems	2.5
Chest and Respiratory Problems	5.9	Genitourinary and Gynaecological Disorders	2.4
Anxiety/Stress/Depression/Other Psychiatric Illnesses	5.7	No Reason Specified	1.7
Ear, Nose, Throat	5.5	Eye Problems	1.1
Back Problems	5.1	Other <sup>1</sup>	5.0
Injury, Fracture	4.0	NICS Overall	100.0

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<sup>1</sup>The category 'Other' contains any absence with a reason that accounted for less than 1% of the short-term absence spells.

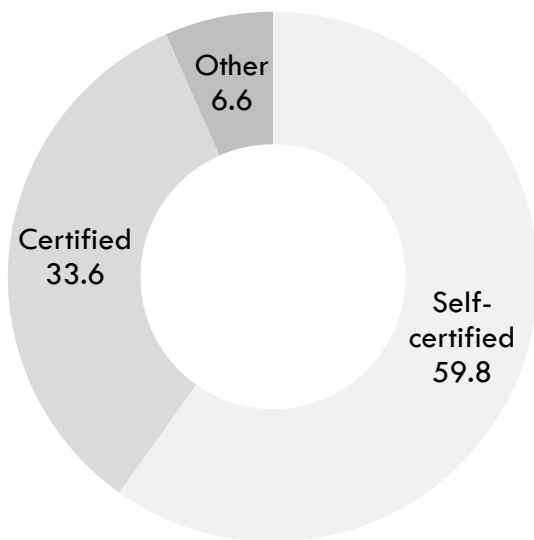
## 2.3 Absence Certification<sup>1</sup>

The majority of absence spells were self-certified, accounting for 59.8% of spells while certified spells made up 33.6% of the total. If an absence spell was either missing a certification or uncertified it was labelled as 'Other'. These accounted for 6.6% of absence spells.

The majority (81.7%) of working days lost were certified, equating to 8.8 days lost per staff year or 4.0% of the available working days (Appendix 3 - Table 3.3). Self-certified absences made up 12.7% of the working days lost and 'Other' absences accounted for the remaining 5.6%.

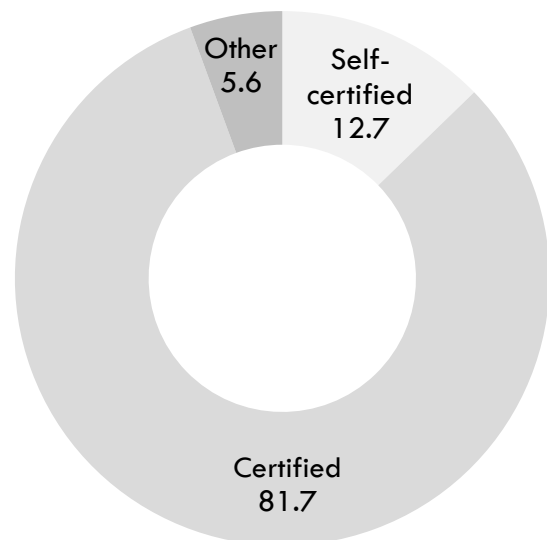
As one might expect, self-certified absences did not last as long as certified absences. On average, self-certified absences lasted 3.0 days while certified absences lasted 34.1 days. See Appendix 6 – Table 6.1 for a breakdown at Department level.

**Figure 9**  
% of Absence Spells by Certification



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**Figure 10**  
% of Working Days Lost by Certification



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<sup>1</sup>Staff are required to provide a self-certification of illness for absences that last up to seven calendar days. For absences that last more than seven calendar days, a Medical Certificate from a registered medical practitioner or hospital is required.





## CHAPTER 3

# Reason for Sickness Absence

The main reason for absence was

**Anxiety/Stress/Depression/  
Other Psychiatric Illnesses**

accounting for nearly **1 in 3** working days lost

## 3. REASON FOR SICKNESS ABSENCE

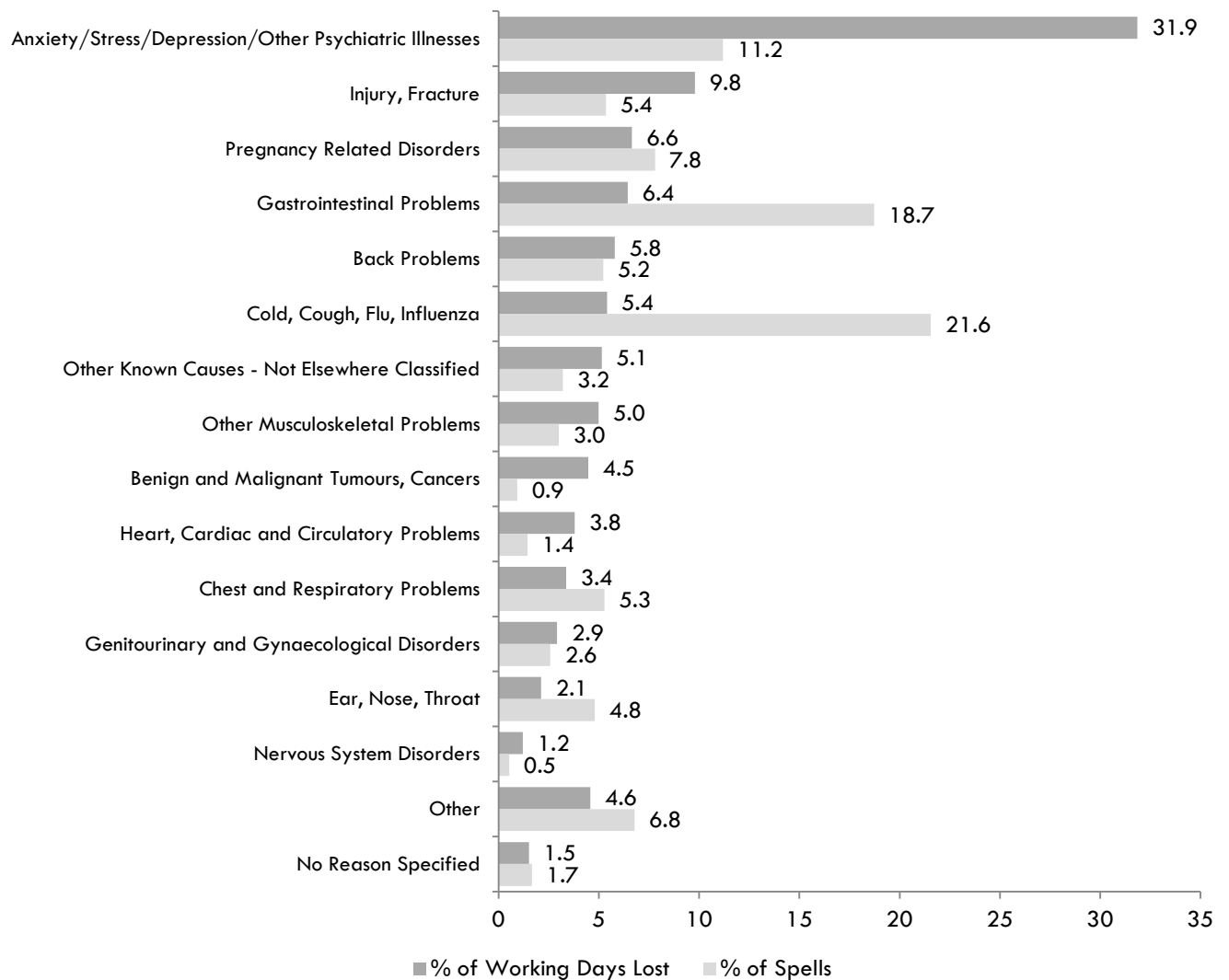
This chapter looks at the reason for sickness absence. More analyses are presented in Appendix 7.

### 3.1 NICS Overall

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* remained the reason behind the highest proportion of working days lost, accounting for 31.9%. Just over one third of the working days lost in this illness category were recorded as work-related stress (Appendix 7 - Table 7.4).

To view each type of absence's contribution to the overall NICS absence level, go to Appendix 9 - Table 9.5.

**Figure 11**<sup>1,2</sup>  
Reason for Absence



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<sup>1</sup>The category 'Other' contains any absence with a reason that accounted for less than 1% of the working days lost.

<sup>2</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.



The nature and severity of an illness provides an insight into the average duration of an absence.

Absences due to *Benign and Malignant Tumours, Cancers* had the longest duration, lasting an average of 67.3 working days. The next longest were due to *Anxiety/Stress/Depression/Other Psychiatric Illnesses* lasting an average of 39.9 working days, which equates to approximately two months.

Absences due to *Cold, Cough, Flu, Influenza* had the shortest average duration at 3.5 days.

**Table 3<sup>1,2</sup>**

Duration of Absence by Reason

	Average Duration (Working Days)
Benign and Malignant Tumours, Cancers	67.3
Anxiety/Stress/Depression/Other Psychiatric Illnesses	39.9
Heart, Cardiac and Circulatory Problems	36.9
Nervous System Disorders	32.2
Substance Abuse	26.2
Injury, Fracture	25.6
Other Musculoskeletal Problems	23.3
Other Known Causes - Not Elsewhere Classified	22.5
Blood Disorders	21.8
Endocrine/Glandular Problems	19.9
Genitourinary and Gynaecological Disorders	15.8
Back Problems	15.5
Infectious Diseases	12.2
Pregnancy Related Disorders	11.9
Eye Problems	11.3
Skin Disorders	10.6
Asthma	9.2
Burns, Poisoning, Frostbite, Hypothermia	9.1
Chest and Respiratory Problems	8.9
Ear, Nose, Throat	6.2
Dental and Oral Problems	4.9
Gastrointestinal Problems	4.8
Headache/Migraine	4.4
Cold, Cough, Flu, Influenza	3.5
No Reason Specified	12.8

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<sup>1</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

<sup>2</sup>The analysis only takes account of the working days lost by each absence during the specific financial year.

The following three tables show the percentage of total working days lost by reason for each grade level, gender and age group. Shading indicates the reason for the largest proportion of working days lost.

### 3.2 Grade Level

For non-industrial staff at all grade levels *Anxiety/Stress/Depression/Other Psychiatric Illnesses* accounted for the highest percentage of working days lost.

For Industrial staff, *Injury, Fracture* was the highest and accounted for 20.2% of their working days lost.

The higher levels of *Benign and Malignant Tumours, Cancers* at G7+ is likely due to the older age profile of these grade levels.

**Table 4**<sup>1,2,3</sup>

Reason for Absence by Grade Level

	% of Working Days Lost								
	G7+	DP	S0	E0I	E0II	A0	AA	Industrial	Prison Grade
Anxiety/Stress/Depression/Other Psychiatric Illnesses	21.7	29.2	27.5	30.9	29.3	35.1	32.2	16.4	41.8
Asthma	0.5	-	0.1	0.2	0.4	0.1	0.2	-	n/a
Back Problems	8.1	4.6	5.7	5.3	5.4	5.4	5.9	10.6	5.5
Benign and Malignant Tumours, Cancers	16.0	7.8	8.6	3.6	5.1	3.3	3.0	2.8	-
Blood Disorders	-	0.7	0.6	0.9	0.9	0.7	0.1	-	-
Burns, Poisoning, Frostbite, Hypothermia	-	n/a	0.2	-	-	0.1	-	-	0.3
Chest and Respiratory Problems	4.5	4.0	3.2	3.3	3.9	3.0	4.8	5.1	1.5
Cold, Cough, Flu, Influenza	6.2	6.9	6.6	6.4	6.2	5.5	5.0	5.1	1.4
Dental and Oral Problems	-	0.1	0.4	-	0.2	0.4	0.2	0.1	0.1
Ear, Nose, Throat	3.3	1.8	1.8	2.6	2.4	2.3	2.5	1.5	0.8
Endocrine/Glandular Problems	1.5	2.2	0.3	0.9	0.4	0.7	0.4	-	-
Eye Problems	1.2	1.4	1.1	1.0	0.6	0.9	0.6	0.6	0.1
Gastrointestinal Problems	4.4	7.6	6.6	6.7	8.5	6.8	6.3	4.1	3.5
Genitourinary and Gynaecological Disorders	3.2	4.4	3.7	2.6	3.4	2.6	4.1	1.7	1.7
Headache/Migraine	0.4	1.0	1.2	0.6	0.8	1.0	1.4	0.1	0.1
Heart, Cardiac and Circulatory Problems	4.8	4.9	7.0	3.5	3.3	3.1	2.2	4.1	4.0
Infectious Diseases	0.8	0.7	0.3	0.7	0.9	0.4	-	-	0.1
Injury, Fracture	7.0	5.0	8.2	8.1	10.7	6.5	6.1	20.2	22.4
Nervous System Disorders	0.7	1.4	1.4	0.9	0.6	1.9	0.9	1.9	-
Other Known Causes - Not Elsewhere Classified	6.4	5.2	5.5	5.1	5.3	3.5	3.8	5.5	9.8
Other Musculoskeletal Problems	3.4	3.7	4.0	8.8	4.7	4.5	4.5	13.3	2.0
Pregnancy Related Disorders	2.9	4.5	5.2	5.8	5.1	10.4	10.6	-	1.8
Skin Disorders	0.3	1.3	0.3	0.6	0.4	0.3	1.2	-	0.3
Substance Abuse	n/a	-	n/a	0.6	-	0.2	1.1	-	-
No Reason Specified	2.1	1.6	0.7	0.8	1.3	1.3	2.8	4.1	1.6
NICS Overall	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

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<sup>1</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

<sup>2</sup>n/a: No cases recorded.

<sup>3</sup>Cells with small numbers of occurrences have been suppressed (-).

### 3.3 Gender

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* was the reason behind the highest percentage of working days lost for both males and females.

The second highest reason for males was *Injury, Fracture*, accounting for 13.1% of their working days lost. *Pregnancy Related Disorders* was the second highest reason for females, accounting for 11.8% of working days lost.

**Table 5**<sup>1,2,3</sup>

Reason for Absence by Gender

	% of Working Days Lost	
	Male	Female
Anxiety/Stress/Depression/Other Psychiatric Illnesses	31.6	32.1
Asthma	0.2	0.1
Back Problems	6.6	5.2
Benign and Malignant Tumours, Cancers	4.1	4.8
Blood Disorders	0.7	0.5
Burns, Poisoning, Frostbite, Hypothermia	0.1	-
Chest and Respiratory Problems	3.2	3.5
Cold, Cough, Flu, Influenza	6.4	4.6
Dental and Oral Problems	0.2	0.3
Ear, Nose, Throat	1.7	2.4
Endocrine/Glandular Problems	0.4	0.8
Eye Problems	0.8	0.8
Gastrointestinal Problems	7.4	5.7
Genitourinary and Gynaecological Disorders	1.4	4.1
Headache/Migraine	0.8	0.8
Heart, Cardiac and Circulatory Problems	5.7	2.3
Infectious Diseases	0.5	0.5
Injury, Fracture	13.1	7.2
Nervous System Disorders	0.8	1.5
Other Known Causes - Not Elsewhere Classified	5.8	4.6
Other Musculoskeletal Problems	5.3	4.7
Pregnancy Related Disorders	n/a	11.8
Skin Disorders	0.6	0.4
Substance Abuse	0.4	-
No Reason Specified	2.2	1.0
NICS Overall	100.0	100.0

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<sup>1</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

<sup>2</sup>n/a: No cases recorded.

<sup>3</sup>Cells with small numbers of occurrences have been suppressed (-).

### 3.4 Age Group

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* was the reason behind the highest percentage of working days lost for all age groups.

**Table 6**<sup>1,2,3</sup>

Reason for Absence by Age Group

	% of Working Days Lost				
	16-24	25-34	35-44	45-54	55+
Anxiety/Stress/Depression/Other Psychiatric Illnesses	43.1	31.8	32.4	35.2	25.2
Asthma	-	0.3	0.1	0.2	0.1
Back Problems	2.7	5.0	6.1	5.7	6.5
Benign and Malignant Tumours, Cancers	n/a	0.9	2.5	5.0	9.8
Blood Disorders	n/a	0.2	0.7	0.8	0.6
Burns, Poisoning, Frostbite, Hypothermia	-	0.1	0.2	0.1	-
Chest and Respiratory Problems	2.8	2.0	3.5	3.3	4.7
Cold, Cough, Flu, Influenza	5.8	5.7	6.3	5.0	4.7
Dental and Oral Problems	0.6	0.5	0.1	0.2	0.2
Ear, Nose, Throat	1.2	2.4	2.5	1.7	2.0
Endocrine/Glandular Problems	n/a	0.7	0.9	0.5	0.6
Eye Problems	n/a	0.3	0.4	1.0	1.4
Gastrointestinal Problems	6.1	8.6	7.2	5.6	4.7
Genitourinary and Gynaecological Disorders	-	2.4	2.9	3.7	2.1
Headache/Migraine	-	0.9	1.3	0.5	0.5
Heart, Cardiac and Circulatory Problems	n/a	0.9	2.6	4.2	7.6
Infectious Diseases	-	0.4	0.5	0.3	1.0
Injury, Fracture	13.6	8.7	8.2	11.4	10.1
Nervous System Disorders	n/a	1.3	1.3	1.0	1.3
Other Known Causes - Not Elsewhere Classified	4.0	3.5	4.4	5.9	6.4
Other Musculoskeletal Problems	-	1.9	4.3	5.4	8.5
Pregnancy Related Disorders	14.4	20.0	9.8	0.1	-
Skin Disorders	n/a	0.3	0.6	0.6	0.3
Substance Abuse	n/a	0.3	0.4	0.3	-
No Reason Specified	1.7	1.1	1.1	2.1	1.5
NICS Overall	100.0	100.0	100.0	100.0	100.0

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<sup>1</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

<sup>2</sup>n/a: No cases recorded.

<sup>3</sup>Cells with small numbers of occurrences have been suppressed (-).





## CHAPTER 4

# Long-term Sickness Absence

**11.2%** of staff had at least one long-term absence

Long-term absences accounted for **73.6%** of the total working days lost

**23.5%** of Prison Grade staff had a long-term absence

## 4. LONG-TERM SICKNESS ABSENCE

A long-term absence is defined as any spell of absence that lasted more than 20 consecutive working days during the financial year. Supporting information can be found in Appendix 8.

### 4.1 Prevalence of Long-term Absence

In 2014/2015, over one in ten staff (11.2%) were absent for an average of nearly three months (60.2 working days)<sup>1</sup>. These 3,213 staff each had at least one long-term absence spell. This was an increase on the previous year (10.4%).

Long-term absences accounted for nearly three quarters (73.6%) of all working days lost; the highest level in the last five years. By way of illustration, this would be the equivalent of losing about 920 full-time staff for the entire year.

The Frequency Rate<sup>2</sup> is the average number of long-term spells per employee – at 11.8% (3,387 spells) it was the highest it had been in the last 5 years.

**Table 7**

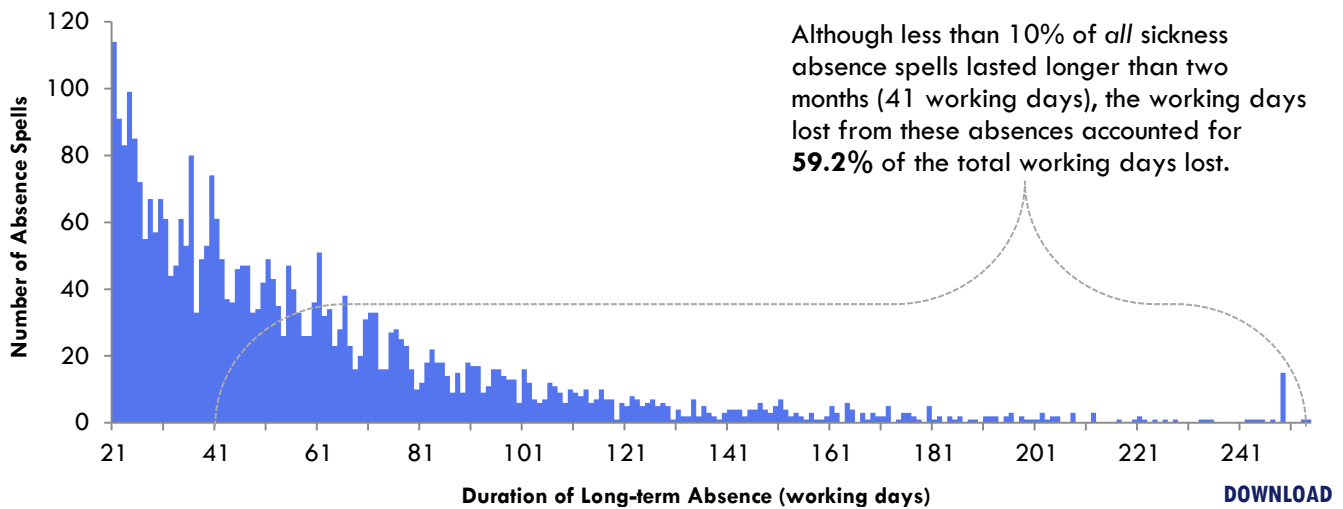
Number of Long-term Absence Spells

Number of Long-term Absence Spells	Number of Staff	% of Staff
0	25,441	88.8
1	3,047	10.6
2	158	0.6
3+	8	0.0
<b>NICS Overall</b>	<b>28,654</b>	<b>100.0</b>

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**Figure 12**

Number of Spells by Duration - Long-term Absences (more than 20 working days)



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<sup>1</sup>The figure of 60.2 working days is the mean. The median (the middle value of all the long-term absence durations) is 48.0 working days, which equates to nearly 2½ months. These figures only take account of the days lost during the specific financial year. For context, long-term absences that ended during 2014/2015 lasted for an average of 78.5 working days (over 3½ months).

<sup>2</sup>Frequency Rate is the average number of long-term absences per employee, expressed as a percentage. (No of spells of long-term absence in the period/No. of employees) x 100



## 4.2 Grade Level

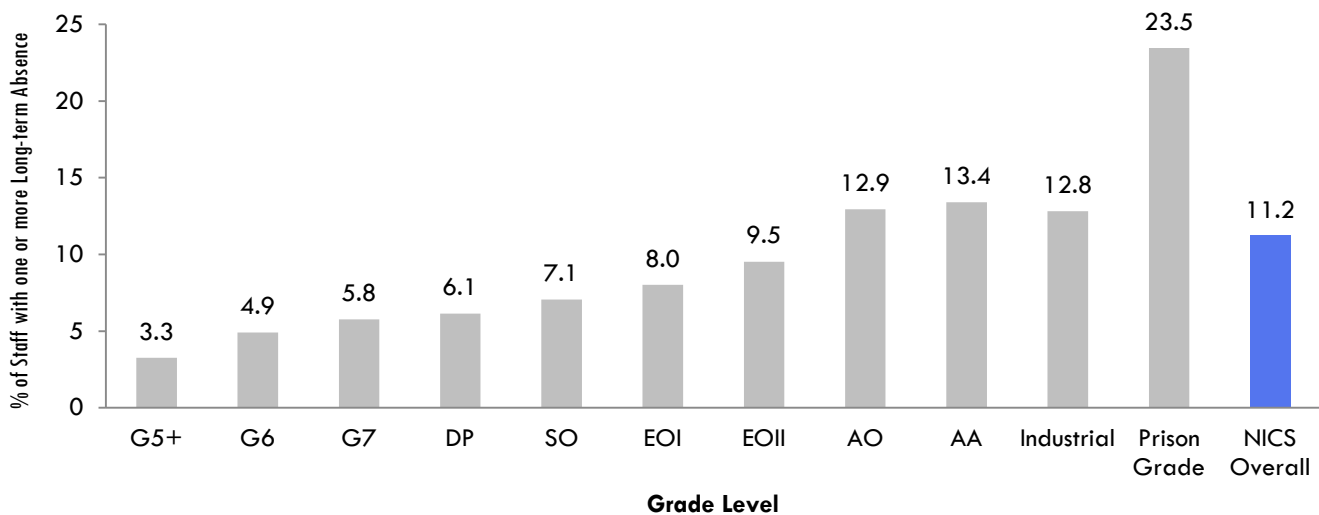
Prison Grade staff had the highest incidence of long-term absence - with nearly one in four staff experiencing a long-term absence.

The average duration of these absences was 69.4 working days. In total, 87.6% of all working days lost by Prison Grade staff were due to long-term absences – the highest percentage for all grade levels (Appendix 8 - Table 8.1).

In the administrative grades the incidence of long-term absence tended to decrease as grade level increased. For example, 13.4% of AA staff had a long-term absence compared with 3.3% of G5+ staff.

**Figure 13**

Long-term Absence by Grade Level



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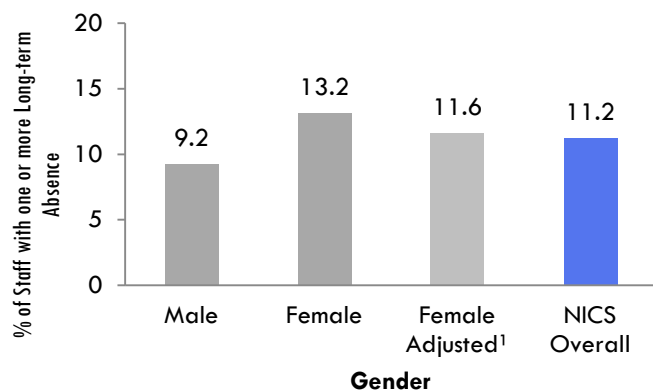
## 4.3 Gender

Females had a higher incidence of long-term absence than males, even after absences due to Pregnancy Related Disorders were excluded.

Although females had a higher incidence, their average duration was shorter. Long-term absences lasted an average of 57.0 days for females and 64.9 days for males (Appendix 8 - Table 8.2).

**Figure 14**

Long-term Absence by Gender

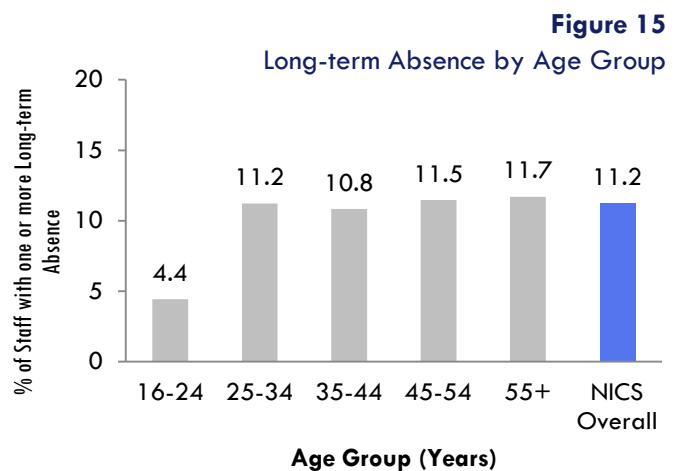


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<sup>1</sup>Excludes absences due to Pregnancy Related Disorders.

#### 4.4 Age Group

Apart from the low incidence of long-term absences for staff aged 16-24 (4.4%), there were no substantial differences by age group. Staff aged 45 and above did have an average duration about 10 working days longer though, at around 65 days, compared with those aged 25-44 (Appendix 8 - Table 8.3).



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#### 4.5 Reason for Long-term Absence

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* was by far the main reason for long-term absence, accounting for 39.1% of the long-term working days lost. The second biggest reason was *Injury, Fracture*. Over one in ten (11.1%) long-term working days were lost due to this reason.

**Table 8**

Reason for Long-term Absence<sup>1,2</sup> (% of Long-term Working Days Lost)

	% of Long-term Working Days Lost
Anxiety/Stress/Depression/Other Psychiatric Illnesses	39.1
Injury, Fracture	11.1
Benign and Malignant Tumours, Cancers	5.8
Pregnancy Related Disorders	5.8
Back Problems	5.7
Other Musculoskeletal Problems	5.6
Other Known Causes - Not Elsewhere Classified	5.5
Heart, Cardiac and Circulatory Problems	4.7
Gastrointestinal Problems	3.6
Genitourinary and Gynaecological Disorders	2.9
Chest and Respiratory Problems	2.0
Nervous System Disorders	1.5
Ear, Nose, Throat	1.0
Other	4.2
No Reason Specified	1.4
NICS Overall	100.0

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<sup>1</sup>The category 'Other' contains any absence with a reason that accounted for less than 1% of the long-term working days lost.

<sup>2</sup>The category 'No Reason Specified' contains any long-term absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.





## CHAPTER 5

# Absence Targets

**10.8** working days lost against a target of **8.5** days

A long-term Frequency Rate of **11.8%** against a target of **9.5%**

A long-term average duration of **60.2** working days against a target of **48.5** days

## 5. ABSENCE TARGETS

This chapter charts how the NICS and its Departments have progressed towards their targets.

### 5.1 Introduction

In 2010, a Ministerial target was agreed for an overall reduction in sickness absence within the NICS to 8.5 days lost per staff year by the end of the 2014/2015 financial year<sup>1</sup>. A commitment to achieve this target, and associated milestones, is contained in the Executive's Programme for Government.

To help maintain a focus on the key determinants of the high level of absence in the NICS, strategic targets were also set in relation to a reduction in both the frequency and duration of long-term<sup>2</sup> absences. It was agreed that Departmental targets, while differing in absolute terms, should be equally challenging and achievable. For the NICS overall:

The days lost to sickness absence was targeted to reduce to 8.5 days per staff year - a reduction of 24% from the 2009/2010 base year figure of 11.2 days.

The Frequency Rate<sup>3</sup> of long-term absence (the average number of long-term spells per employee) was targeted to reduce to 9.5% - a 17% reduction from the 2009/2010 base year figure of 11.4%.

The average duration<sup>4</sup> of long-term absences was targeted to reduce to 48.5 working days - a reduction of 22% from the 2009/2010 base year figure of 62.5 days.

<sup>1</sup>Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

<sup>2</sup>For the purpose of target-setting, absences are split into long-term and short-term, with long-term being defined as greater than 20 consecutive working days.

<sup>3</sup>Frequency Rate is the average number of long-term spells per employee, expressed as a percentage.

<sup>4</sup>Throughout this report, the duration of absence relates only to days lost in the corresponding financial year.

## 5.2 Absence Targets - NICS Overall

None of the NICS targets were met in 2014/2015. All measures of absence increased from 2013/2014 with the overall absence level being higher than at any other time in the last five years.

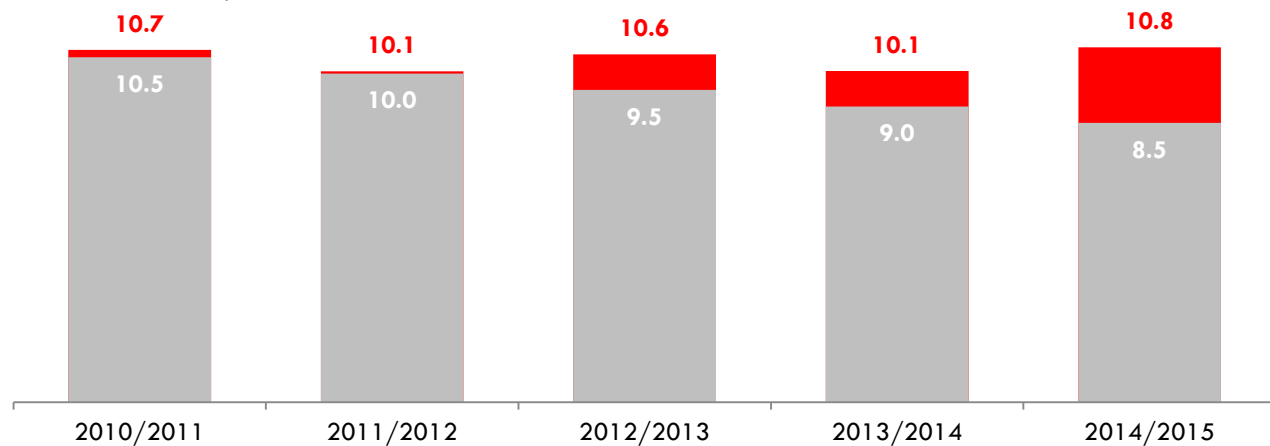
The long-term Frequency Rate was also greater than the 2009/2010 base year figure.

<b>Average Working Days Lost</b>	• Increased to 10.8 days against a target of 8.5 days
<b>Long-term Frequency Rate</b>	• Increased to 11.8% against a target of 9.5%
<b>Long-term Average Duration</b>	• Increased to 60.2 working days against a target of 48.5 working days

**Figure 16**

Working Days Lost per Staff Year

Actual figures in red / Targets in white



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**Table 9**

Frequency and Duration of Absence

		Base Year	Actual					Target
		2009/2010 <sup>1</sup>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2014/2015
Overall	Average days lost per staff year	11.2	10.7	10.1	10.6	10.1	10.8	8.5
Long-term <sup>2</sup>	Frequency Rate <sup>3</sup> (%)	11.4	11.3	11.0	11.1	10.9	11.8	9.5
	Average Duration <sup>4</sup> (working days)	62.5	61.2	58.6	60.0	59.8	60.2	48.5

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<sup>1</sup>Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

<sup>2</sup>For the purpose of target-setting, absences are split into long-term and short-term, with long-term being defined as greater than 20 consecutive working days.

<sup>3</sup>Frequency Rate is the average number of long-term spells per employee, expressed as a percentage.

<sup>4</sup>Throughout this report, the duration of absence relates only to days lost in the corresponding financial year.

### 5.3 Working Days Lost per Staff Year by Department

None of the Departments achieved their individual target for days lost to sickness absence. DSD, DFP, OFMDFM and PPS were the closest to achieving their target. DOJ was the furthest off target and also experienced the greatest increase from last year.

Average days lost for three Departments decreased from last year with DFP and DHSSPS experiencing the greatest reductions.

**Table 10**  
Working Days Lost per Staff Year by Department

	Base Year	Actual					Target
	2009/2010 <sup>1</sup>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2014/2015
DARD	9.3	8.5	8.0	9.4	9.1	9.6	7.5
DCAL	6.5	7.5	8.0	8.5	8.6	9.2	6.5
DE	10.5	8.3	7.9	9.6	9.7	10.2	7.8
DEL	10.7	10.6	11.4	11.5	10.4	12.2	7.9
DETI	8.3	8.1	7.3	8.1	8.0	8.5	7.5
DFP	10.3	9.5	9.3	10.5	9.4	8.4	7.6
DHSSPS	9.4	8.5	7.1	8.8	9.4	8.5	7.5
DOE	10.1	9.2	9.8	9.4	9.5	10.9	7.5
DOJ	12.3 <sup>2</sup>	12.9	12.6	12.9	11.6	14.6	9.2
DRD	8.2	8.5	8.2	8.5	8.7	9.4	7.5
DSD	14.4	13.4	11.1	11.4	11.1	11.3	10.7
OFMDFM	8.4	5.4	8.7	7.8	8.9	8.3	7.5
PPS	9.0 <sup>2</sup>	10.2	9.8	10.2	8.2	8.2	7.5
<b>NICS Overall</b>	<b>11.2</b>	<b>10.7</b>	<b>10.1</b>	<b>10.6</b>	<b>10.1</b>	<b>10.8</b>	<b>8.5</b>

Green text denotes target met

Red text denotes target not met

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<sup>1</sup>Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

<sup>2</sup>The 2009/2010 absence information, for staff in areas that became part of the Department when it was established as an NICS Department on the 12<sup>th</sup> April 2010, was used to calculate the Base Year figure.



## 5.4 Long-term<sup>1</sup> Frequency<sup>2</sup>

DETI, DFP and DSD achieved their individual target for long-term Frequency Rate.

DEL was the furthest from achieving its target and also experienced the greatest increase from last year.

DETI, DHSSPS and OFMDFM were the only Departments to record a fall from the previous year in the frequency of long-term absence.

**Table 11**

Long-term Frequency by Department

	Base Year	Actual					Target
	2009/2010 <sup>3</sup>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2014/2015
DARD	9.3	9.2	8.3	9.8	9.7	10.6	8.0
DCAL	7.0	8.7	6.8	6.9	8.6	8.8	6.0
DE	10.7	8.7	9.4	10.0	9.8	10.9	9.2
DEL	10.3	11.2	13.3	11.7	10.7	13.6	8.9
DETI	8.8	8.4	6.7	6.9	7.8	7.3	7.6
DFP	10.0	9.9	9.3	10.5	8.2	8.4	8.6
DHSSPS	9.4	7.9	7.1	8.4	8.6	8.3	8.1
DOE	9.3	9.5	10.2	9.9	9.8	10.7	8.0
DOJ	14.4 <sup>4</sup>	15.2	15.3	13.2	14.1	16.7	12.3
DRD	8.4	8.6	8.9	9.3	9.2	10.2	7.2
DSD	14.3	13.5	12.1	11.5	11.5	12.3	12.3
OFMDFM	7.7	5.6	8.5	7.2	7.7	6.8	6.6
PPS	8.9 <sup>4</sup>	10.2	9.5	9.4	9.5	9.5	7.6
<b>NICS Overall</b>	<b>11.4</b>	<b>11.3</b>	<b>11.0</b>	<b>11.1</b>	<b>10.9</b>	<b>11.8</b>	<b>9.5</b>

Green text denotes target met

Red text denotes target not met

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<sup>1</sup>For the purpose of target-setting, absences are split into long-term and short-term, with long-term being defined as greater than 20 consecutive days.

<sup>2</sup>Frequency Rate is the average number of Long-term spells per employee, expressed as a percentage.

<sup>3</sup>Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

<sup>4</sup>The 2009/2010 absence information, for staff in areas that became part of the Department when it was established as an NICS Department on the 12<sup>th</sup> April 2010, was used to calculate the Base Year figure.

## 5.5 Long-term<sup>1</sup> Duration<sup>2</sup>

None of the Departments achieved their individual target for the duration of long-term absences.

PPS was the closest to achieving its target, while DCAL was the furthest away from the target and also experienced the greatest increase from the previous year.

A number of Departments decreased their average duration from last year, with DHSSPS, PPS and DFP experiencing the greatest reductions.

**Table 12**

Long-term Duration by Department

	Base Year	Actual					Target
	2009/2010 <sup>3</sup>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2014/2015
DARD	68.5	64.5	64.4	63.4	62.9	62.7	53.0
DCAL	47.5	52.7	68.8	65.7	56.6	64.5	36.7
DE	64.7	54.0	52.5	55.6	59.3	58.3	50.1
DEL	62.7	59.5	53.9	60.2	60.6	59.9	48.5
DETI	57.2	59.0	57.6	64.3	59.5	64.9	44.2
DFP	61.9	58.9	58.2	58.5	63.3	57.4	47.9
DHSSPS	62.9	65.2	57.5	63.8	68.5	56.1	48.7
DOE	73.0	64.6	64.5	59.8	62.8	68.7	56.5
DOJ	57.2 <sup>4</sup>	57.8	57.4	57.7	58.0	65.2	44.2
DRD	63.9	67.8	66.5	65.1	66.2	66.8	49.5
DSD	61.6	62.0	55.5	58.9	56.1	53.1	47.6
OFMDFM	72.5	61.1	72.1	65.5	65.6	70.4	56.1
PPS	59.4 <sup>4</sup>	55.9	58.8	65.4	52.4	46.5	46.0
<b>NICS Overall</b>	<b>62.5</b>	<b>61.2</b>	<b>58.6</b>	<b>60.0</b>	<b>59.8</b>	<b>60.2</b>	<b>48.5</b>

Green text denotes target met

Red text denotes target not met

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<sup>1</sup>For the purpose of target-setting, absences are split into long-term and short-term, with long-term being defined as greater than 20 consecutive days.

<sup>2</sup>Throughout this report, the duration of absence relates only to days lost in the corresponding financial year.

<sup>3</sup>Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

<sup>4</sup>The 2009/2010 absence information, for staff in areas that became part of the Department when it was established as an NICS Department on the 12<sup>th</sup> April 2010, was used to calculate the Base Year figure.





## CHAPTER 6

# Absence Insight



## 6. ABSENCE INSIGHT

In 2014/2015 the average number of working days lost rose from 10.1 days to 10.8 days, an increase of 0.73 of a day. This chapter aims to provide an insight into the factors underlying this increase.

### What was behind the rise in absence levels?

The overall increase was due in large part to the increased frequency of long-term absence, particularly for mental health illnesses and injuries<sup>1</sup>. In fact, the increase in long-term absence accounted for some 85% of the overall increase this year.

### Departmental Focus

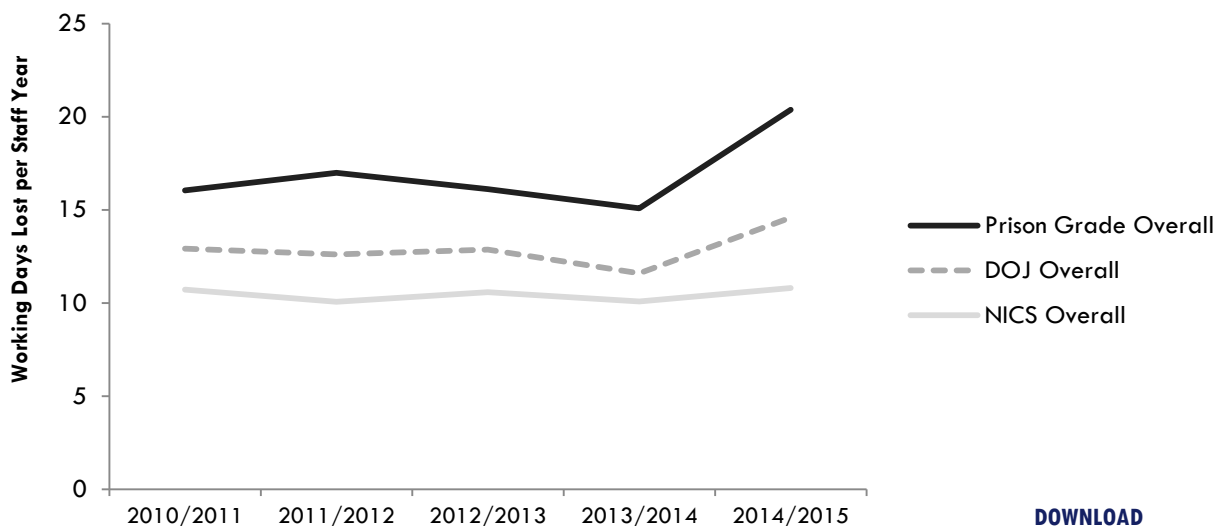
Analysis of the increase in sickness absence at a Departmental level revealed that DOJ, while accounting for about 13% of NICS staff, contributed almost half of the overall increase in absence level (Appendix 9 - Table 9.1). DEL and DOE were also seen to make a sizeable contribution to the overall increase.

### Department of Justice

Within DOJ, the increase in working days lost by Prison Grade staff, who accounted for around 40% of the staff, contributed almost 75% of the total DOJ increase. Prison Grade staff made up approximately 5% of the NICS workforce but accounted for around 20% of the medical retirements<sup>2</sup>. As shown in Figure 17, the average working days lost by Prison Grade staff increased substantially this year.

**Figure 17**

Working Days Lost per Staff Year - NICS, DOJ and Prison Grade staff



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<sup>1</sup>"Mental Health" refers to the category Anxiety/Stress/Depression/Other Psychiatric Illnesses and "Injuries" refers to the category Injury, Fracture.

<sup>2</sup>Early retirement on medical grounds or dismissed because of inefficiency due to sickness absence.





# APPENDICES



## Appendix 1

## Data Quality

**Relevance:** *The degree to which the statistical product meets user needs for both coverage and content.*

This report covers sickness absences during the financial year that were recorded on HRConnect (the main HR system used by the NICS) for industrial and non-industrial staff in the Northern Ireland Civil Service. The report also includes sickness absence information for staff in the parts of the Department of Justice that are not held on HRConnect, namely: Youth Justice Agency (data taken from their Simply Personnel system) and Northern Ireland Prison Service (data taken from their COMPASS system). Absence information is presented by Department, grade level, gender, age group, length of service and reason for absence. Some comparisons with figures for the previous four years are also included along with progress against relevant sickness absence targets.

**Accuracy and Reliability:** *The proximity between an estimated result and the unknown true value.*

Absences that are entered, or closed, on the HR systems retrospectively may be missed if the data are downloaded before this happens. To minimise the impact of this the data for all staff held on HRConnect and COMPASS were extracted six weeks after the end of the financial year reporting period; this allowed for the updating of absence records and personnel moves. Absence records from the Simply Personnel system were extracted on a monthly basis a week after the end of each month of the financial year.

Any information provided in this report relating to lost production is calculated, where possible, on the basis of each individual's actual salary and the associated employer's National Insurance and Superannuation contributions.

There is no means of verifying if line managers have entered absences incorrectly, or not at all. Misdiagnosis of symptoms may lead to some self-certified absences being recorded under the wrong reasons. However, Departments regularly remind line managers and staff concerning their roles and responsibilities which are also detailed in Personal Performance Agreements. HRConnect also contains guidance in this regard.

Users should note that some figures may not add to the totals due to rounding.

**Timeliness and Punctuality:** *Timeliness refers to the time gap between publication and the reference period. Punctuality refers to the gap between planned and actual publication dates.*

The annual datasets cover the financial year from 1st April to 31st March. The processes used in producing this report are continually being streamlined while at the same time maintaining or improving the accuracy of the data. As can be seen from the table below, the timeliness of this report has been improving year-on-year:

Report	Date Published
2014/2015	10/09/2015
2013/2014	16/10/2014
2012/2013	30/10/2013
2011/2012	29/11/2012
2010/2011	02/12/2011

The reports for 2010/2011 and 2011/2012 were both delayed beyond October for reasons as detailed in their respective Data Quality sections.

## Appendix 1: Data Quality

**Accessibility and Clarity:** *Accessibility is the ease with which users are able to access the data, also reflecting the format in which the data are available and the availability of supporting information. Clarity refers to the quality and sufficiency of the metadata, illustrations and accompanying advice.*

No issues relating to accessibility or clarity were received during a stakeholder consultation process in February 2015. The report contains contact details for further information and is available to download through the NISRA and DFP websites along with the reports from previous years. In 2013 the report was scrutinised as part of an internal NISRA peer review process, with generally very positive feedback. The data presented in the report are also available in OpenDocument Spreadsheet (ODS) format through links below each table or chart.

**Coherence and Comparability:** *Coherence is the degree to which data that are derived from different sources or methods, but refer to the same topic, are similar. Comparability is the degree to which data can be compared over time and domain.*

Analyses prior to 2008/2009 were based on data extracted from HRMS (the previous HR system used by the NICS). Sickness absence information was entered onto this system by Departmental HR staff based on manually completed weekly sick returns. Under the new system it is the responsibility of line managers to record sickness absence information on HRConnect. This change in recording practices coincided with a substantial increase in the proportion of staff with no absences and should be taken into consideration when analysing historical trends.

The recording of the reason for absence changed in 2008/2009 from using the International Classification of Diseases (ICD) codes to the Sickness Absence Recording Tool (SART). Details regarding the SART classification can be found at <http://www.iom-world.org/sicknessabsence/index.htm>. These were developed by the Institute of Occupational Medicine (IOM) for the UK Health and Safety Executive (HSE). Trend data relating to the reason for absence is therefore not available prior to 2008/2009.

Prior to 2010/2011 industrial staff were not included in the analyses, nor were staff in the Department of Justice or the Public Prosecution Service. Historic figures are therefore not directly comparable with analyses for 2010/2011 onwards.

Prison Grade staff have been incorporated into the sickness absence targets. This increased the 2009/2010 base year figure for DOJ from 11.3 days to 12.3 days and, applying the same methodology as for the original targets, the DOJ 2014/2015 target was increased from 8.4 days to 9.2 days. The DOJ targets relating to long-term frequency and duration were revised on the same basis. The inclusion of Prison Grade staff only increased the NICS 2009/2010 base year figure from 11.1 days to 11.2 days and as a consequence the NICS targets remained unchanged.

The HRConnect, Simply Personnel and COMPASS databases use similar definitions and methodology to record sickness absence. As part of the data verification process the variables in the datasets are checked to ensure that they are comparable prior to the datasets being merged into one overall financial year file.

Where practical the Cabinet Office guidelines on the calculation of sickness absence are followed. The headline sickness absence figures can be compared to the GB Civil Service (<https://www.gov.uk/government/publications/civil-service-sickness-absence>). However, in-depth comparison cannot be made as the GB Civil Service do not publish figures beyond their headline rate.

Care should also be taken when making comparisons with the sickness absence reports produced by CIPD or CBI, which are often quoted in the press. These are based on survey returns which can be affected by response bias. For example, firms with solid methods of data collection and that have 'good' figures to report may be the ones most likely to send in their figures. These organisations also report on a "per person" method while the NICS reports on a 'per Staff Year' basis, as per Cabinet Office guidelines, which methodologically tends to return a higher figure. In particular, using the 'per person' method can markedly underreport the absence levels of organisations with a high proportion of part-time staff and/or high levels of staff turnover.

The "per Staff Year" method takes account of the hours a member of staff actually works whereas the "per person" method uses the number of staff employed but disregards their working patterns. The Staff Year value is a better reflection of the real working time available because it takes into consideration both the contracted hours worked and the proportion of the year for which staff were employed. This enables more meaningful comparisons to be made with external organisations and between/within Departments.

## Appendix 1: Data Quality

Typically the number of Staff Years is less than the headcount of staff and therefore an organisation's Working Days Lost per Staff Year figure will tend to be higher than their Working Days Lost per Person figure. The magnitude of this difference will depend on the proportion of part-time staff and the level of staff turnover in the organisation. For example, in the GB Civil Service the difference has been estimated to be about one day.

**Output Quality Trade-offs:** *Trade-offs are the extent to which different aspects of quality are balanced against each other.*

No trade-offs applied.

**Assessment of User Needs and Perceptions:** *The processes for finding out about users and uses and their views on the statistical products.*

A user consultation undertaken in February 2015, and an internal peer review in 2013, both received positive feedback on the annual publication. In the future a customer feedback facility will also be added to the website to allow users to give their views on an ongoing basis.

**Performance, Costs and Respondent Burden:** *The effectiveness, efficiency and economy of the statistical product.*

There is no respondent burden since the data are held on an administrative system and extracted using an automated process. The annual operational cost (staff time) of producing the report is approximately £20,000.

**Confidentiality, Transparency and Security:** *The procedures and policy used to ensure sound confidentiality, security and transparent practice.*

All staff involved are trained on the protocols for protecting and maintaining the confidentiality of the data. NISRA follows the 'National Statistician's Guidance: Confidentiality of Official Statistics' in the collection and dissemination of this report. The guidance can be found at: <http://www.statisticsauthority.gov.uk/national-statistician/ns-reports--reviews-and-guidance/national-statistician-s-guidance/index.html>.

Data are held on a network that is only accessible to the few statisticians who need access. Printouts containing individual records or small cell sizes are locked away and shredded as soon as possible.

Standard disclosure control methodology is applied to the data. This ensures that information attributable to an individual is not identifiable in any published outputs and that the outputs are only seen by authorised staff prior to their publication. Suppression is applied where the number of individuals in a cell is less than three. Suppression is also applied, where necessary, to the next lowest valued cell in order that identification by subtraction is not possible.

The pre-release access list for the report is reviewed on an annual basis. The named individuals are checked to ensure that they are the correct contact and that they are available on the day before the release of the report (if they are not then they can name a deputy). A guidance document is also sent to those on the revised list explaining to them their obligations about data disclosure prior to the publication of the report.



## Appendix 2

## Calculations

Absence levels are presented in a number of ways throughout the report and are defined as follows:

$$\text{\% of Available Working Days Lost} = \frac{\text{Number of Working Days Lost}}{\text{Number of Available Working Days}} \times 100$$

$$\text{Working Days Lost per Staff Year} = \frac{\text{Number of Working Days Lost}}{\text{Number of Staff Years}}$$

$$\text{Spells per Staff Year} = \frac{\text{Number of Absence Spells}}{\text{Number of Staff Years}}$$

The "Working days lost per staff year" approach was recommended by the Cabinet Office in the review *"Managing Attendance in the Public Sector (1999)"*. This approach replaced 'working days lost per person' which does not always permit valid comparisons to be made between or within organisations that differ in their proportions of part-time staff and/or their levels of staff turnover. In particular, it can misrepresent the absence rate in organisations that have a high proportion of part-time staff and/or high levels of staff turnover. For the majority of people, a staff year is approximately **221** working days, but clearly this depends on date of entry and/or date of leaving, and annual leave entitlement which varies by grade, length of service, and work pattern. For each individual a 'staff year' was therefore calculated taking all of these factors into account. The following simple example highlights the rationale for the methodology used by the Cabinet Office.

**Example**

There are 2 members of staff **A** and **B**.

- A.** Worked Full-time all year (hence 1 staff year), and
- B.** Worked Full-time for ½ year (hence ½ staff year)

If **A** was absent for 20 working days and **B** was absent for 10 working days, then the number of working days lost per staff year are calculated as follows:

$$\begin{aligned} \text{Total Number of working days lost} &= 30 \\ \text{Total Number of Staff Years} &= 1 + 0.5 = 1.5 \\ \text{Working Days Lost per Staff Year} &= \frac{30}{1.5} = 20 \end{aligned}$$

According to the other approach, the number of days lost per person would be:

$$\begin{aligned} \text{Total Number of working days lost} &= 30 \\ \text{Total Number of People} &= 2 \\ \text{Working Days Lost per Person} &= \frac{30}{2} = 15 \end{aligned}$$

which overlooks the fact that one of the staff was only employed for six months.





## Appendix 3: Tables Relating to Chapter 1

### Working Days Lost through Sickness Absence

[Download Appendix 3 data](#)

Table 3.1: Department by Grade Level<sup>1</sup>

When assessing the variation in days lost per staff year in the table below it should be noted that the number of staff involved can be relatively small. Even a small number of long-term absences can therefore strongly influence the overall level of absence in these groupings.

Department	Working Days Lost per Staff Year								
	G7+	DP	S0	E0I	E0II	A0	AA	Industrial	Prison Grade
DARD	7.7	5.8	7.6	8.2	8.0	12.3	15.3	14.1	n/a
DCAL	3.1	7.7	9.7	4.9	12.5	12.8	15.6	9.6	n/a
DE	8.1	10.7	9.0	7.1	8.3	14.1	19.0	n/a	n/a
DEL	4.2	7.6	8.6	10.9	12.3	16.1	14.7	n/a	n/a
DETI	6.1	4.5	6.6	10.6	8.6	15.1	5.5	n/a	n/a
DFP	4.1	5.9	7.4	6.6	8.8	12.7	11.2	9.2	n/a
DHSSPS	7.7	5.1	11.4	10.1	9.1	8.9	9.4	n/a	n/a
DOE	3.8	6.3	7.6	10.9	13.9	14.0	22.0	7.3	n/a
DOJ	3.9	7.6	8.4	11.7	11.2	12.5	15.8	6.2	20.4
DRD	3.6	5.9	5.5	6.7	11.3	10.5	12.6	14.8	n/a
DSD	5.6	5.0	9.0	7.0	10.0	13.7	14.5	n/a	n/a
OFMDFM	6.7	10.8	9.9	5.4	8.3	7.2	2.6	n/a	n/a
PPS	3.5	7.2	2.4	12.2	8.1	10.3	11.2	n/a	n/a
NICS Overall	5.5	6.5	7.9	8.5	10.3	13.3	14.3	13.7	20.4

Table 3.2: Absence Levels by Occupational Grouping<sup>2</sup>

Occupational Groupings (with more than 200 staff)

Occupational Grouping	Working Days Lost per Staff Year				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Prison Grade	16.0	17.0	16.1	15.1	20.4
Support Grade Staff	9.6	10.4	10.4	12.0	14.0
Industrial	11.8	12.0	12.9	12.1	13.7
General Service	11.6	10.5	11.2	10.6	11.3
Driving Examiner	9.0	8.9	10.8	9.9	11.0
Secretarial/Typing	11.3	9.4	10.1	8.6	10.2
Planning	6.2	8.1	7.3	8.2	8.2
Drawing Officer	8.0	8.5	7.2	9.4	7.0
Scientific Officer	7.9	5.7	6.9	7.8	6.9
Other	8.1	7.4	7.4	7.7	6.9
Agricultural Inspector	6.0	5.8	6.3	6.0	6.5
Casual	n/a	n/a	6.0	3.7	5.6
Computing	5.8	5.7	5.1	6.1	5.4
Civil Eng (inc assistants)	4.6	5.0	6.5	4.1	4.6
Statistician	6.6	9.0	9.5	7.2	4.5

<sup>1</sup>n/a: No cases recorded.

<sup>2</sup>Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

## Appendix 3: Tables Relating to Chapter 1

Table 3.3: Certification by Department

Department	Working Days Lost per Staff Year			% of Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
DARD	1.0	7.9	9.6	0.4	3.6	4.4
DCAL	1.3	7.8	9.2	0.6	3.5	4.2
DE	1.2	8.3	10.2	0.6	3.8	4.7
DEL	1.4	10.8	12.2	0.7	4.9	5.6
DETI	1.6	6.9	8.5	0.7	3.1	3.9
DFP	1.4	6.5	8.4	0.7	2.9	3.8
DHSSPS	1.1	6.3	8.5	0.5	2.9	3.9
DOE	1.3	8.8	10.9	0.6	4.0	4.9
DOJ	0.9	13.6	14.6	0.4	6.2	6.7
DRD	0.9	8.3	9.4	0.4	3.8	4.3
DSD	2.0	8.1	11.3	0.9	3.7	5.1
OFMDFM	1.1	6.7	8.3	0.5	3.1	3.8
PPS	1.3	6.5	8.2	0.6	3.0	3.7
<b>NICS Overall</b>	<b>1.4</b>	<b>8.8</b>	<b>10.8</b>	<b>0.6</b>	<b>4.0</b>	<b>4.9</b>

Table 3.4: Certification by Grade Level

Grade Level	Working Days Lost per Staff Year			% of Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
G5+	0.5	3.2	3.7	0.2	1.4	1.7
G6	0.6	4.1	4.8	0.3	1.9	2.2
G7	0.8	4.8	6.1	0.4	2.2	2.8
DP	0.9	5.2	6.5	0.4	2.4	2.9
SO	1.1	6.1	7.9	0.5	2.8	3.6
EOI	1.2	6.9	8.5	0.6	3.1	3.9
EOII	1.6	7.9	10.3	0.7	3.6	4.7
AO	1.9	10.5	13.3	0.9	4.8	6.0
AA	1.7	11.7	14.3	0.8	5.3	6.5
Industrial	0.9	12.4	13.7	0.4	5.6	6.2
Prison Grade	0.5	19.8	20.4	0.2	9.2	9.4
<b>NICS Overall</b>	<b>1.4</b>	<b>8.8</b>	<b>10.8</b>	<b>0.6</b>	<b>4.0</b>	<b>4.9</b>

Table 3.5: Certification by Gender

Gender	Working Days Lost per Staff Year			% of Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
Male	1.2	7.3	9.0	0.6	3.3	4.1
Female	1.5	10.5	12.8	0.7	4.8	5.8
<b>NICS Overall</b>	<b>1.4</b>	<b>8.8</b>	<b>10.8</b>	<b>0.6</b>	<b>4.0</b>	<b>4.9</b>

Table 3.6: Certification by Age Group

Age Group	Working Days Lost per Staff Year			% of Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
16-24	1.2	3.7	5.1	0.5	1.6	2.2
25-34	2.1	8.5	11.2	1.0	3.9	5.1
35-44	1.5	8.0	10.0	0.7	3.7	4.6
45-54	1.0	9.1	10.8	0.5	4.1	4.9
55+	1.0	10.0	11.8	0.5	4.6	5.3
<b>NICS Overall</b>	<b>1.4</b>	<b>8.8</b>	<b>10.8</b>	<b>0.6</b>	<b>4.0</b>	<b>4.9</b>

## Appendix 3: Tables Relating to Chapter 1

Table 3.7: % of Working Days Lost by Department<sup>1</sup>

Department	% of Working Days Lost				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
DARD	3.9	3.6	4.3	4.1	4.4
DCAL	3.4	3.6	3.9	3.9	4.2
DE	3.8	3.6	4.4	4.4	4.7
DEL	4.8	5.2	5.3	4.7	5.6
DETI	3.7	3.3	3.7	3.6	3.9
DFP	4.3	4.2	4.8	4.2	3.8
DHSSPS	3.8	3.2	4.0	4.2	3.9
DOE	4.2	4.5	4.3	4.3	4.9
DOJ	5.8	5.7	5.9	5.2	6.7
DRD	3.9	3.7	3.9	3.9	4.3
DSD	6.1	5.1	5.2	5.0	5.1
OFMDFM	2.4	4.0	3.6	4.0	3.8
PPS	4.6	4.4	4.7	3.7	3.7
<b>NICS Overall</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>

Table 3.8: % of Working Days Lost by Grade Level<sup>1</sup>

Grade Level	% of Working Days Lost				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
G5+	2.4	1.3	1.9	1.6	1.7
G6	1.7	1.5	2.7	3.6	2.2
G7	2.2	2.5	2.8	2.7	2.8
DP	3.0	2.9	3.2	2.9	2.9
SO	3.5	3.5	3.6	3.5	3.6
EOI	4.3	3.7	4.2	3.9	3.9
EOII	5.1	4.7	4.6	4.3	4.7
AO	5.9	5.3	6.0	5.7	6.0
AA	5.6	5.6	5.7	5.2	6.5
Industrial	5.3	5.5	5.9	5.5	6.2
Prison Grade	7.5	8.0	7.5	7.0	9.4
<b>NICS Overall</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>

Table 3.9: % of Working Days Lost by Gender<sup>1</sup>

Gender	% of Working Days Lost				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Male	3.9	3.8	4.0	3.7	4.1
Female	5.9	5.4	5.8	5.5	5.8
<b>NICS Overall</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>

Table 3.10: % of Working Days Lost by Age Group<sup>1</sup>

Age Group	% of Working Days Lost				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
16-24	4.4	4.2	3.4	2.7	2.2
25-34	4.6	4.7	4.8	4.7	5.1
35-44	5.0	4.5	4.7	4.3	4.6
45-54	4.8	4.4	4.8	4.7	4.9
55+	5.4	5.2	5.5	4.7	5.3
<b>NICS Overall</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>

<sup>1</sup> Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.



## Appendix 4

## Seasonal Effects on the Onset of Absence

[Download Appendix 4 data](#)

The following tables examine seasonal effects on the onset of sickness absence.

Table 4.1: Onset of Absence by Month

Month	% of Spells Starting in Month		
	Self-Certified	Certified	Overall
April	6.8	6.8	<b>6.8</b>
May	5.9	6.6	<b>6.2</b>
June	6.5	7.7	<b>7.0</b>
July	5.5	7.0	<b>6.0</b>
August	5.5	6.4	<b>5.8</b>
September	8.9	8.6	<b>8.7</b>
October	9.5	9.1	<b>9.3</b>
November	9.4	8.4	<b>8.9</b>
December	9.0	7.5	<b>8.5</b>
January	11.7	10.2	<b>11.2</b>
February	11.2	9.7	<b>10.6</b>
March	10.2	12.1	<b>11.0</b>

Table 4.2: Onset of Anxiety/Stress/Depression/Other Psychiatric Illnesses by Month

Month	% of Spells Starting in Month
April	6.0
May	6.6
June	8.3
July	7.2
August	6.6
September	8.8
October	9.3
November	9.1
December	7.7
January	9.8
February	9.4
March	11.2

Table 4.3: Onset of Absence by Weekday

Weekday	% of Spells Starting on Weekday		
	Self-Certified	Certified	Overall
Sunday	0.2	1.1	<b>0.5</b>
Monday <sup>1</sup>	34.3	33.3	<b>33.9</b>
Tuesday	23.5	20.2	<b>22.2</b>
Wednesday	18.5	17.7	<b>18.4</b>
Thursday	15.0	15.2	<b>15.0</b>
Friday	8.1	10.8	<b>9.1</b>
Saturday	0.3	1.8	<b>0.8</b>

<sup>1</sup>It should be noted that absences that actually started on a Saturday or Sunday, and then continued into the working week, may have been recorded as if they had started on a Monday.



## Appendix 5

## Standardised Departmental Absence Levels

[Download Appendix 5 data](#)

The following figures show the extent to which a Department's staffing profile can influence its overall absence level. In Figures 5.1 and 5.2 below, the staffing profile of each Department has been standardised by grade level, gender and age group to that of the NICS as a whole.

It should be noted that in reports prior to 2011/2012, DFP was used as the staffing profile against which all other Departments were standardised. However, this is no longer a suitable staffing profile to use as there are no Prison Grade staff in DFP. A similar approach to that used by the GB Civil Service has therefore been adopted for this illustration, and the staffing profile of the NICS as a whole is being used.

Figure 5.1: Working Days Lost per Staff Year

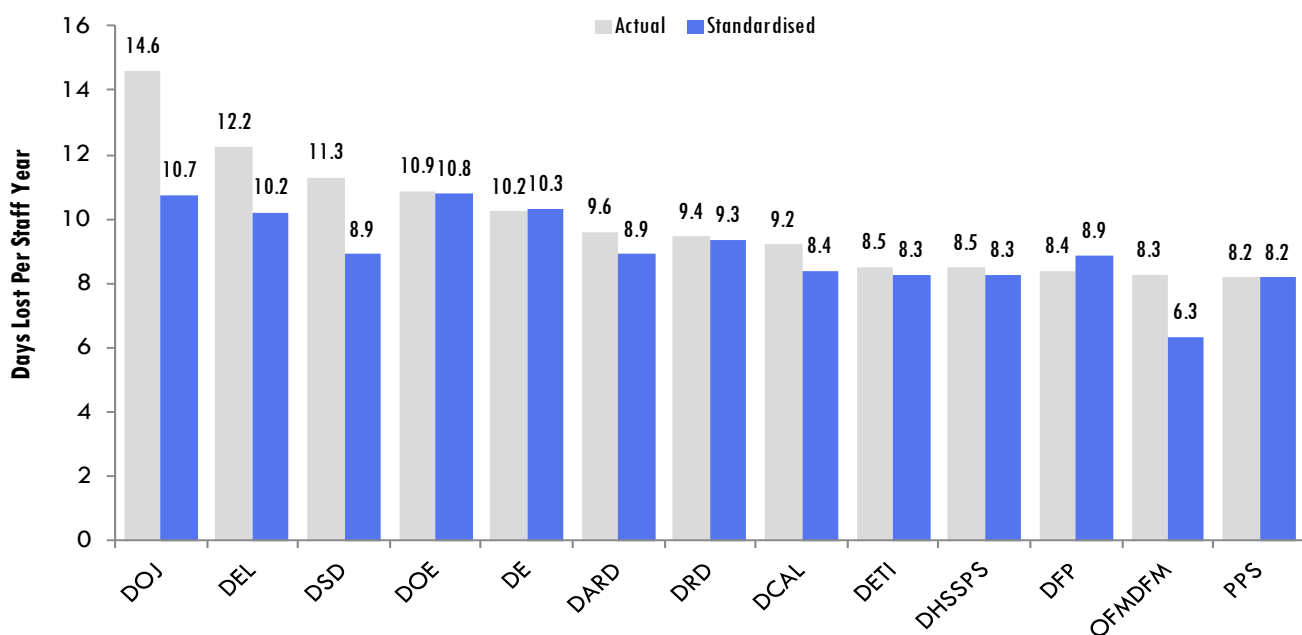
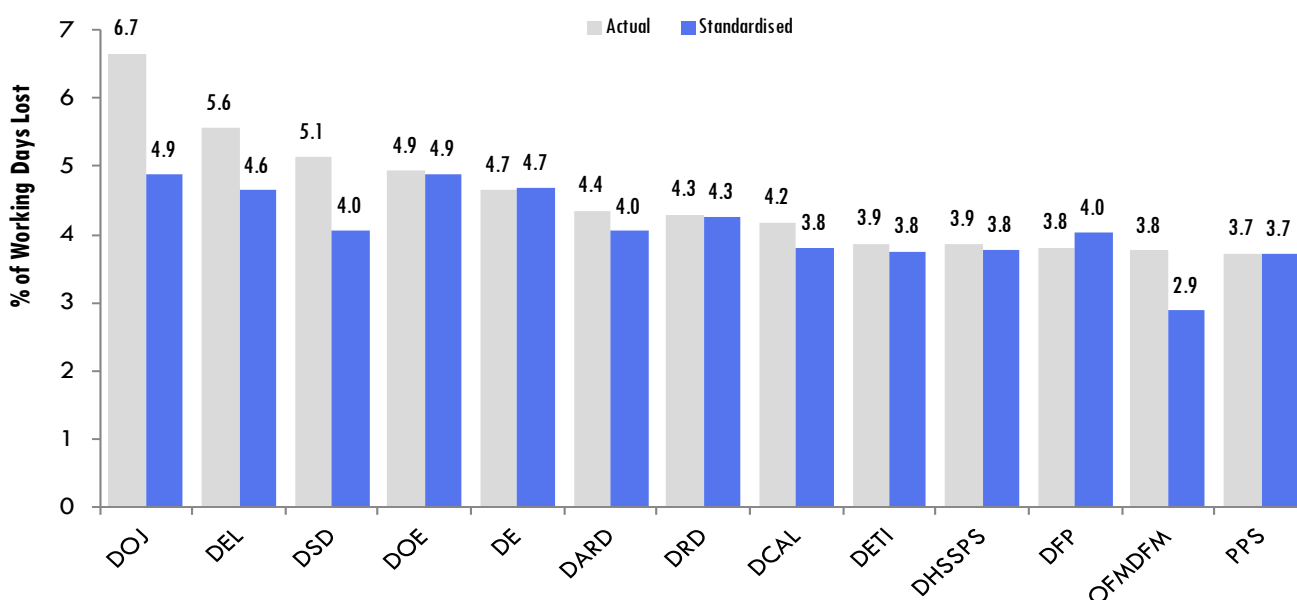


Figure 5.2: % of Working Days Lost







## Appendix 6: Tables Relating to Chapter 2

### Spells of Sickness Absence

[Download Appendix 6 data](#)

Table 6.1: Average Duration and Number of Spells by Certification and Department

Department	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
DARD	0.3	3.0	0.2	37.5	0.6	16.3
DCAL	0.5	2.7	0.2	34.8	0.7	12.6
DE	0.5	2.6	0.3	32.5	0.8	12.9
DEL	0.5	2.8	0.3	38.4	0.8	15.4
DETI	0.6	2.7	0.2	32.8	0.8	10.4
DFP	0.5	2.8	0.2	31.4	0.8	10.9
DHSSPS	0.5	2.5	0.2	30.6	0.7	11.8
DOE	0.4	3.3	0.2	39.1	0.7	16.6
DOJ	0.3	3.2	0.4	32.2	0.7	20.3
DRD	0.3	3.2	0.2	38.3	0.5	18.3
DSD	0.7	3.0	0.3	32.3	1.0	11.1
OFMDFM	0.4	2.6	0.2	33.7	0.7	12.6
PPS	0.4	3.0	0.3	25.7	0.7	11.0
<b>NICS Overall</b>	<b>0.5</b>	<b>3.0</b>	<b>0.3</b>	<b>34.1</b>	<b>0.8</b>	<b>14.0</b>

Table 6.2: Average Duration and Number of Spells by Certification and Grade Level

Grade Level	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
G5+	0.2	2.4	0.1	36.5	0.3	12.7
G6	0.2	2.6	0.1	29.5	0.4	12.0
G7	0.3	2.8	0.1	32.7	0.5	13.2
DP	0.3	2.7	0.2	29.9	0.5	11.9
S0	0.4	2.9	0.2	33.1	0.6	12.7
EOI	0.4	3.0	0.2	32.7	0.7	12.9
EOII	0.6	2.9	0.2	33.4	0.9	12.1
AO	0.6	3.0	0.3	33.5	1.0	12.9
AA	0.6	2.9	0.3	34.5	1.0	14.1
Industrial	0.3	3.5	0.3	44.4	0.6	23.5
Prison Grade	0.1	6.9	0.6	34.8	0.6	31.4
<b>NICS Overall</b>	<b>0.5</b>	<b>3.0</b>	<b>0.3</b>	<b>34.1</b>	<b>0.8</b>	<b>14.0</b>

Table 6.3: Average Duration and Number of Spells by Certification and Gender

Gender	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
Male	0.4	3.1	0.2	36.2	0.6	14.2
Female	0.5	2.9	0.3	32.6	0.9	13.8
<b>NICS Overall</b>	<b>0.5</b>	<b>3.0</b>	<b>0.3</b>	<b>34.1</b>	<b>0.8</b>	<b>14.0</b>

## Appendix 6: Tables Relating to Chapter 2

Table 6.4: Average Duration and Number of Spells by Certification and Age Group

Age Group	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
16-24	0.4	3.1	0.2	20.7	0.6	8.2
25-34	0.7	2.9	0.3	29.8	1.1	10.4
35-44	0.5	3.0	0.3	31.2	0.8	12.5
45-54	0.4	3.0	0.2	37.1	0.6	16.9
55+	0.4	3.0	0.3	38.2	0.7	17.9
<b>NICS Overall</b>	<b>0.5</b>	<b>3.0</b>	<b>0.3</b>	<b>34.1</b>	<b>0.8</b>	<b>14.0</b>

Table 6.5: Number of Absence Spells - % of Staff

Number of Absence Spells	% of Staff				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
0	51.8	53.7	52.3	55.3	52.1
1	31.9	30.7	32.0	30.7	32.7
2	11.8	11.2	11.4	10.3	11.4
3	3.2	3.1	3.1	2.6	2.9
4	0.8	0.7	0.7	0.6	0.5
5	0.3	0.3	0.3	0.2	0.2
6+	0.3	0.3	0.3	0.2	0.3

Table 6.6: Duration of Absence Spells - % of Spells

Duration of Absence (Working Days)	% of Spells				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
1-2	31.3	31.6	29.7	30.2	30.2
3-5	36.9	36.3	37.7	37.5	37.3
6-10	8.3	8.3	8.5	7.7	7.9
11-20	7.7	7.8	8.4	7.7	7.5
More than 20	15.8	15.9	15.7	16.9	17.1

Table 6.7: Average Duration of Short-term Absence Spells - Working Days

Department	Average Duration (Working Days)				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
DARD	4.5	4.5	4.7	4.9	4.6
DCAL	4.1	4.0	4.6	4.3	4.1
DE	4.4	4.2	4.4	4.7	4.3
DEL	4.5	4.8	4.6	4.4	4.3
DETI	4.1	4.5	4.0	4.0	4.1
DFP	4.2	4.3	4.2	4.4	4.2
DHSSPS	4.3	4.2	4.2	4.3	4.4
DOE	4.5	4.7	4.7	4.6	4.8
DOJ	5.0	5.0	6.0	5.0	5.1
DRD	4.6	4.7	4.6	5.0	5.2
DSD	4.4	4.2	4.3	4.2	4.2
OFMDFM	4.0	4.7	3.8	4.7	4.4
PPS	5.2	4.5	4.5	4.5	4.9
<b>NICS Overall</b>	<b>4.5</b>	<b>4.5</b>	<b>4.6</b>	<b>4.5</b>	<b>4.5</b>

## Appendix 6: Tables Relating to Chapter 2

Table 6.8: Distribution of Working Days Lost

Cumulative Number of Working Days Lost	% of Staff				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
0	51.8	53.7	52.3	55.3	52.1
1-5	23.1	22.2	23.0	21.7	23.2
6-10	8.1	7.7	8.2	7.1	7.8
11-15	3.1	2.8	3.2	2.5	2.7
16-20	2.1	1.9	1.8	2.0	1.9
More than 20	11.8	11.7	11.6	11.4	12.3

Table 6.9: Duration of Absence in Working Days Lost

Duration of Absence (Working Days)	% of Working Days Lost				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
1-2	3.6	3.7	3.5	3.4	3.4
3-5	10.7	10.7	11.0	10.5	10.3
6-10	5.0	5.2	5.2	4.5	4.6
11-20	8.7	9.1	9.6	8.6	8.0
More than 20	72.0	71.3	70.7	73.0	73.6

Table 6.10: Number of Absence Spells by Department - % of Staff <sup>1,2</sup>

Department	Number of Absence Spells						
	0	1	2	3	4	5	6+
DARD	60.1	30.0	7.7	1.7	0.3	0.1	0.1
DCAL	52.5	35.3	9.7	-	-	n/a	n/a
DE	50.7	34.4	11.6	2.9	-	-	-
DEL	50.3	35.7	10.7	2.7	0.4	0.2	0.1
DETI	48.2	35.9	13.1	-	-	n/a	n/a
DFP	54.0	30.9	11.0	3.0	0.5	0.3	0.1
DHSSPS	60.5	26.4	10.5	1.8	-	-	-
DOE	57.1	31.1	9.3	2.0	0.4	-	-
DOJ	52.0	34.1	10.6	2.8	0.3	0.1	0.1
DRD	63.3	27.8	7.2	1.4	0.1	0.2	n/a
DSD	45.4	33.7	14.9	4.1	0.9	0.3	0.7
OFMDFM	58.9	29.7	9.6	1.3	-	-	n/a
PPS	53.8	34.2	8.8	1.9	-	-	-
<b>NICS Overall</b>	<b>52.1</b>	<b>32.7</b>	<b>11.4</b>	<b>2.9</b>	<b>0.5</b>	<b>0.2</b>	<b>0.3</b>

<sup>1</sup> Cells with small numbers of occurrences have been suppressed (-).<sup>2</sup> n/a: No cases recorded.



## Appendix 7: Tables Relating to Chapter 3

### Reason for Sickness Absence

[Download Appendix 7 data](#)

Table 7.1: Certification by Reason for Absence <sup>1</sup>

Reason for Absence	% of Working Days Lost		
	Self-Certified	Certified	Overall
Anxiety/Stress/Depression/Other Psychiatric Illnesses	0.0	1.5	1.6
Asthma	0.0	0.0	0.0
Back Problems	0.0	0.2	0.3
Benign and Malignant Tumours, Cancers	0.0	0.2	0.2
Blood Disorders	0.0	0.0	0.0
Burns, Poisoning, Frostbite, Hypothermia	0.0	0.0	0.0
Chest and Respiratory Problems	0.0	0.1	0.2
Cold, Cough, Flu, Influenza	0.2	0.1	0.3
Dental and Oral Problems	0.0	0.0	0.0
Ear, Nose, Throat	0.0	0.1	0.1
Endocrine/Glandular Problems	0.0	0.0	0.0
Eye Problems	0.0	0.0	0.0
Gastrointestinal Problems	0.1	0.2	0.3
Genitourinary and Gynaecological Disorders	0.0	0.1	0.1
Headache/Migraine	0.0	0.0	0.0
Heart, Cardiac and Circulatory Problems	0.0	0.2	0.2
Infectious Diseases	0.0	0.0	0.0
Injury, Fracture	0.0	0.4	0.5
Nervous System Disorders	0.0	0.1	0.1
Other Known Causes - Not Elsewhere Classified	0.0	0.2	0.3
Other Musculoskeletal Problems	0.0	0.2	0.2
Pregnancy Related Disorders	0.0	0.3	0.3
Skin Disorders	0.0	0.0	0.0
Substance Abuse	0.0	0.0	0.0
No Reason Specified	0.0	0.1	0.1
<b>NICS Overall</b>	<b>0.6</b>	<b>4.0</b>	<b>4.9</b>

<sup>1</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

## Appendix 7: Tables Relating to Chapter 3

Table 7.2: % of Absence Spells by Reason for Absence<sup>1</sup>

Reason for Absence	% of Spells				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Anxiety/Stress/Depression/Other Psychiatric Illnesses	10.4	10.7	10.9	11.1	11.2
Asthma	0.3	0.3	0.3	0.4	0.3
Back Problems	5.0	5.2	4.6	5.2	5.2
Benign and Malignant Tumours, Cancers	0.8	0.9	1.0	0.9	0.9
Blood Disorders	0.4	0.4	0.3	0.4	0.4
Burns, Poisoning, Frostbite, Hypothermia	0.2	0.1	0.1	0.1	0.1
Chest and Respiratory Problems	5.3	5.1	5.3	4.9	5.3
Cold, Cough, Flu, Influenza	23.0	19.8	22.7	19.6	21.6
Dental and Oral Problems	0.9	0.9	0.7	0.8	0.7
Ear, Nose, Throat	4.5	5.2	4.4	4.7	4.8
Endocrine/Glandular Problems	0.4	0.4	0.4	0.4	0.4
Eye Problems	0.9	1.0	0.9	1.0	1.0
Gastrointestinal Problems	18.0	19.3	19.3	19.9	18.7
Genitourinary and Gynaecological Disorders	2.2	2.6	2.4	2.5	2.6
Headache/Migraine	2.7	2.9	2.4	2.9	2.5
Heart, Cardiac and Circulatory Problems	1.5	1.4	1.4	1.5	1.4
Infectious Diseases	0.5	0.6	0.5	0.5	0.6
Injury, Fracture	5.7	5.3	5.0	5.1	5.4
Nervous System Disorders	0.7	0.6	0.6	0.6	0.5
Other Known Causes - Not Elsewhere Classified	1.2	3.6	4.4	4.2	3.2
Other Musculoskeletal Problems	2.9	3.3	2.9	3.0	3.0
Pregnancy Related Disorders	6.1	7.9	7.0	7.9	7.8
Skin Disorders	0.6	0.6	0.6	0.6	0.6
Substance Abuse	0.2	0.1	0.1	0.2	0.1
No Reason Specified	5.6	2.0	1.7	1.7	1.7
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

<sup>1</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

## Appendix 7: Tables Relating to Chapter 3

Table 7.3: % of Working Days Lost by Reason for Absence<sup>1</sup>

Reason for Absence	% of Working Days Lost				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Anxiety/Stress/Depression/Other Psychiatric Illnesses	29.8	29.0	29.8	31.3	31.9
Asthma	0.2	0.2	0.2	0.2	0.2
Back Problems	6.3	6.5	5.6	5.9	5.8
Benign and Malignant Tumours, Cancers	3.5	4.0	4.4	4.5	4.5
Blood Disorders	0.7	0.6	0.5	0.7	0.6
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.1	0.0	0.1	0.1
Chest and Respiratory Problems	3.1	3.4	3.3	2.6	3.4
Cold, Cough, Flu, Influenza	6.3	5.3	6.2	4.9	5.4
Dental and Oral Problems	0.2	0.2	0.2	0.2	0.2
Ear, Nose, Throat	2.1	2.5	2.1	2.4	2.1
Endocrine/Glandular Problems	0.6	0.5	0.6	0.7	0.6
Eye Problems	0.8	0.9	0.9	1.1	0.8
Gastrointestinal Problems	6.6	7.7	7.7	7.3	6.4
Genitourinary and Gynaecological Disorders	2.9	3.0	3.3	3.0	2.9
Headache/Migraine	1.1	1.1	1.0	0.9	0.8
Heart, Cardiac and Circulatory Problems	4.0	3.5	3.8	3.6	3.8
Infectious Diseases	0.4	0.4	0.4	0.4	0.5
Injury, Fracture	9.8	9.1	8.3	9.1	9.8
Nervous System Disorders	1.9	1.3	1.4	1.4	1.2
Other Known Causes - Not Elsewhere Classified	1.7	5.0	6.7	5.3	5.1
Other Musculoskeletal Problems	4.8	5.8	4.9	5.0	5.0
Pregnancy Related Disorders	5.6	6.9	6.4	7.3	6.6
Skin Disorders	0.6	0.6	0.7	0.5	0.5
Substance Abuse	0.5	0.3	0.2	0.3	0.2
No Reason Specified	6.2	2.1	1.5	1.3	1.5
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

<sup>1</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

## Appendix 7: Tables Relating to Chapter 3

Table 7.4: Breakdown of Anxiety/Stress/Depression/Other Psychiatric Illnesses

Sub-reason for Absence	% of Working Days Lost			
	2011/2012	2012/2013	2013/2014	2014/2015
Anxiety	14.7	15.8	14.6	14.1
Depression - Not Pregnancy Related	15.9	14.8	15.6	13.5
Stress - Not Work Related	25.3	26.3	29.3	28.9
Stress - Work Related	26.0	30.8	30.8	35.3
Other <sup>1</sup>	4.2	3.4	3.8	3.0
No Reason Specified <sup>2</sup>	13.8	8.9	5.8	5.2
<b>Anxiety/Stress/Depression/Other Psychiatric Illnesses</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Table 7.5: Breakdown of Anxiety/Stress/Depression/Other Psychiatric Illnesses

Sub-reason for Absence	% of Spells			
	2011/2012	2012/2013	2013/2014	2014/2015
Anxiety	16.6	16.6	15.2	16.2
Depression - Not Pregnancy Related	13.1	11.4	12.8	11.5
Stress - Not Work Related	29.6	31.6	34.5	34.9
Stress - Work Related	22.6	24.0	26.3	27.6
Other <sup>1</sup>	4.3	3.6	4.9	3.7
No Reason Specified <sup>2</sup>	13.7	12.7	6.2	6.1
<b>Anxiety/Stress/Depression/Other Psychiatric Illnesses</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

<sup>1</sup>The category 'Other' contains any absence with a sub-reason that is not shown elsewhere in the analysis.

<sup>2</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.



## Appendix 7: Tables Relating to Chapter 3

Table 7.6: Average Duration by Reason for Absence<sup>1,2</sup>

Reason for Absence	Average Duration (Working Days)				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Anxiety/Stress/Depression/Other Psychiatric Illnesses	38.8	35.7	36.3	39.1	39.9
Asthma	8.2	5.8	8.0	6.5	9.2
Back Problems	17.0	16.5	16.2	15.7	15.5
Benign and Malignant Tumours, Cancers	58.9	61.0	60.2	66.6	67.3
Blood Disorders	22.7	20.6	19.3	22.5	21.8
Burns, Poisoning, Frostbite, Hypothermia	5.8	7.7	4.8	6.6	9.1
Chest and Respiratory Problems	8.0	8.9	8.1	7.5	8.9
Cold, Cough, Flu, Influenza	3.7	3.5	3.6	3.5	3.5
Dental and Oral Problems	3.4	3.7	3.7	4.4	4.9
Ear, Nose, Throat	6.2	6.4	6.5	6.9	6.2
Endocrine/Glandular Problems	20.6	15.8	22.3	25.1	19.9
Eye Problems	12.9	11.9	14.6	14.0	11.3
Gastrointestinal Problems	5.0	5.2	5.3	5.1	4.8
Genitourinary and Gynaecological Disorders	17.6	15.0	17.8	16.6	15.8
Headache/Migraine	5.7	4.7	5.3	4.4	4.4
Heart, Cardiac and Circulatory Problems	35.8	32.4	36.6	34.0	36.9
Infectious Diseases	9.6	9.5	10.6	11.2	12.2
Injury, Fracture	23.2	22.5	22.0	24.8	25.6
Nervous System Disorders	35.5	26.0	29.8	33.7	32.2
Other Known Causes - Not Elsewhere Classified	18.8	18.5	20.1	17.3	22.5
Other Musculoskeletal Problems	22.8	23.4	22.4	23.3	23.3
Pregnancy Related Disorders	12.3	11.5	12.2	12.8	11.9
Skin Disorders	14.7	14.0	15.0	9.9	10.6
Substance Abuse	40.7	27.0	25.7	27.8	26.2
No Reason Specified	14.9	13.6	11.4	10.7	12.8

<sup>1</sup> Green text denotes a reduction from the previous financial year.<sup>2</sup> Red text denotes an increase from the previous financial year.<sup>2</sup> The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.



## Appendix 8: Tables Relating to Chapter 4

### Long-term Sickness Absence

[Download Appendix 8 data](#)

Table 8.1: Long-term Absence by Grade Level

Grade Level	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Working Days Lost due to Long-term Absence
G5+	3.8	71.3	73.8
G6	6.0	50.5	63.6
G7	7.4	59.0	71.1
DP	8.0	55.4	68.5
SO	9.0	62.2	71.0
EOI	10.4	58.2	71.3
EOII	12.6	57.3	70.4
AO	16.7	57.1	71.5
AA	18.8	56.3	73.9
Industrial	14.0	80.3	81.6
Prison Grade	25.7	69.4	87.6
<b>NICS Overall</b>	<b>13.2</b>	<b>60.2</b>	<b>73.6</b>

Table 8.2: Long-term Absence by Gender

Gender	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Working Days Lost due to Long-term Absence
Male	10.3	64.9	73.8
Female	16.4	57.0	73.4
<b>NICS Overall</b>	<b>13.2</b>	<b>60.2</b>	<b>73.6</b>

Table 8.3: Long-term Absence by Age Group

Age Group	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Working Days Lost due to Long-term Absence
16-24	6.8	40.3	54.2
25-34	13.7	53.7	65.7
35-44	12.8	54.8	69.9
45-54	12.8	65.5	77.9
55+	14.2	65.4	79.3
<b>NICS Overall</b>	<b>13.2</b>	<b>60.2</b>	<b>73.6</b>

## Appendix 8: Tables Relating to Chapter 4

Table 8.4: Long-term Absence by Grade Level<sup>1,2</sup>

Grade Level	% of Working Days Lost due to Long-term Absence				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
G5+	77.2	76.4	75.2	79.3	73.8
G6	84.2	75.9	79.2	87.3	63.6
G7	70.1	76.2	73.4	76.5	71.1
DP	71.7	68.9	72.5	69.9	68.5
SO	72.1	72.6	70.2	72.5	71.0
EOI	73.7	71.3	67.5	71.5	71.3
EOII	71.6	68.6	68.5	70.1	70.4
AO	68.3	67.5	67.4	71.2	71.5
AA	70.5	70.0	69.1	67.6	73.9
Industrial	n/a	80.9	79.5	81.2	81.6
Prison Grade	n/a	82.8	83.3	84.8	87.6
<b>NICS Overall</b>	<b>72.0</b>	<b>71.3</b>	<b>70.7</b>	<b>73.0</b>	<b>73.6</b>

Table 8.5: Long-term Absence by Gender<sup>1</sup>

Gender	% of Working Days Lost due to Long-term Absence				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Male	71.5	72.0	71.0	72.5	73.8
Female	72.4	70.7	70.4	73.3	73.4
<b>NICS Overall</b>	<b>72.0</b>	<b>71.3</b>	<b>70.7</b>	<b>73.0</b>	<b>73.6</b>

Table 8.6: Long-term Absence by Age Group<sup>1</sup>

Age Group	% of Working Days Lost due to Long-term Absence				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
16 - 24	54.1	53.7	54.2	43.0	54.2
25 - 34	61.0	62.4	61.7	64.4	65.7
35 - 44	72.9	69.9	70.0	71.0	69.9
45 - 54	76.6	75.2	74.2	77.6	77.9
55+	80.5	80.2	76.9	78.9	79.3
<b>NICS Overall</b>	<b>72.0</b>	<b>71.3</b>	<b>70.7</b>	<b>73.0</b>	<b>73.6</b>

<sup>1</sup>Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

<sup>2</sup>n/a: No cases recorded.

## Appendix 8: Tables Relating to Chapter 4

Table 8.7: Long-term Absence by Reason for Absence<sup>1,2,3</sup>

Reason for Absence	% of Working Days Lost due to Long-term Absence				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Anxiety/Stress/Depression/Other Psychiatric Illnesses	37.0	35.8	37.1	38.4	39.1
Asthma	-	-	0.1	-	0.1
Back Problems	6.5	6.6	5.8	6.0	5.7
Benign and Malignant Tumours, Cancers	4.7	5.4	5.8	5.9	5.8
Blood Disorders	0.8	0.6	0.5	0.7	0.7
Burns, Poisoning, Frostbite, Hypothermia	-	0.0	-	-	0.1
Chest and Respiratory Problems	1.7	2.3	1.8	1.3	2.0
Cold, Cough, Flu, Influenza	0.6	0.6	0.4	0.3	0.4
Dental and Oral Problems	n/a	-	-	0.1	0.1
Ear, Nose, Throat	0.9	1.3	1.1	1.3	1.0
Endocrine/Glandular Problems	0.7	0.5	0.7	0.8	0.7
Eye Problems	0.8	0.7	1.0	1.0	0.7
Gastrointestinal Problems	4.1	4.9	4.9	4.5	3.6
Genitourinary and Gynaecological Disorders	3.1	3.0	3.4	3.0	2.9
Headache/Migraine	0.9	0.7	0.7	0.5	0.4
Heart, Cardiac and Circulatory Problems	4.9	4.4	4.8	4.4	4.7
Infectious Diseases	0.2	0.2	0.2	0.3	0.4
Injury, Fracture	10.8	10.3	9.2	10.3	11.1
Nervous System Disorders	2.4	1.6	1.7	1.7	1.5
Other Known Causes - Not Elsewhere Classified	1.8	5.3	7.2	5.3	5.5
Other Musculoskeletal Problems	5.5	6.7	5.5	5.7	5.6
Pregnancy Related Disorders	5.0	5.8	5.6	6.6	5.8
Skin Disorders	0.6	0.5	0.7	0.3	0.4
Substance Abuse	0.6	0.3	0.2	0.3	0.3
No Reason Specified	6.3	2.1	1.4	1.1	1.4
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

<sup>1</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

<sup>2</sup>Cells with small numbers of occurrences have been suppressed (-).

<sup>3</sup>n/a: No cases recorded.

## Appendix 8: Tables Relating to Chapter 4

Table 8.8: % of Staff with one or more Long-term Absence by Department<sup>1</sup>

Department	% of Staff with 1 or more Long-term Absence				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
DARD	8.6	8.0	9.4	9.5	10.2
DCAL	7.7	6.2	6.6	8.0	8.1
DE	8.1	8.8	9.2	9.3	10.2
DEL	10.5	12.4	11.2	10.4	12.8
DETI	7.8	5.9	6.9	7.0	6.9
DFP	9.3	8.6	10.0	8.0	8.1
DHSSPS	7.3	6.7	8.1	8.3	7.9
DOE	8.7	9.5	9.7	9.3	10.4
DOJ	14.2	14.4	12.1	13.6	15.5
DRD	8.3	8.3	9.0	8.9	10.0
DSD	12.7	11.2	10.8	10.9	11.6
OFMDFM	5.2	7.7	7.2	7.7	6.5
PPS	9.4	8.9	8.9	8.9	9.1
<b>NICS Overall</b>	<b>10.8</b>	<b>10.4</b>	<b>10.4</b>	<b>10.4</b>	<b>11.2</b>

Table 8.9: % of Staff with one or more Long-term Absence by Grade Level<sup>1</sup>

Grade Level	% of Staff with 1 or more Long-term Absence				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
G5+	4.6	2.2	4.1	3.5	3.3
G6	4.3	3.0	5.7	6.6	4.9
G7	4.3	5.0	4.9	5.1	5.8
DP	6.3	6.0	5.8	5.8	6.1
SO	7.8	7.6	6.9	6.5	7.1
EOI	8.4	7.9	7.9	7.6	8.0
EOII	10.7	9.9	8.7	8.8	9.5
AO	11.9	11.2	11.7	12.0	12.9
AA	10.0	10.6	10.7	9.4	13.4
Industrial	12.1	11.0	12.3	11.7	12.8
Prison Grade	18.6	20.6	17.6	19.1	23.5
<b>NICS Overall</b>	<b>10.8</b>	<b>10.4</b>	<b>10.4</b>	<b>10.4</b>	<b>11.2</b>

<sup>1</sup> Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

## Appendix 8: Tables Relating to Chapter 4

Table 8.10: % of Staff with one or more Long-term Absence by Gender<sup>1</sup>

Gender	% of Staff with 1 or more Long-term Absence				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Male	8.9	8.7	8.7	8.6	9.2
Female	12.7	12.2	12.2	12.3	13.2
Female Adjusted*	11.3	10.6	10.8	10.7	11.6
<b>NICS Overall</b>	<b>10.8</b>	<b>10.4</b>	<b>10.4</b>	<b>10.4</b>	<b>11.2</b>

Table 8.11: % of Staff with one or more Long-term Absence by Age Group<sup>1</sup>

Age Group	% of Staff with 1 or more Long-term Absence				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
16-24	8.8	8.2	6.3	4.2	4.4
25-34	9.7	9.8	9.7	9.9	11.2
35-44	11.1	10.1	10.1	10.0	10.8
45-54	10.9	10.7	10.7	11.6	11.4
55+	11.9	11.7	12.1	10.2	11.7
<b>NICS Overall</b>	<b>10.8</b>	<b>10.4</b>	<b>10.4</b>	<b>10.4</b>	<b>11.2</b>

<sup>1</sup> Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

\*Excludes absences due to *Pregnancy Related Disorders*.





## Appendix 9

## Contribution to overall Working Days Lost

[Download Appendix 9 data](#)

The tables presented in this Appendix show the main components of absence (Department, grade level, gender, age group, reason and duration) and how these components have contributed to the overall level of absence in the NICS. It also shows how the contribution of these components has changed when compared with the previous year.

This analysis takes account of the absence level of each component and also its size in relation to the NICS. For example, a high absence level for a large group of staff such as AO makes for a larger contribution to the overall NICS absence level than a small group of staff with a higher absence level, such as Prison Grade staff.

Table 9.1: Contribution of each Department to the overall Working Days Lost per Staff Year<sup>1</sup>

Department	Working Days Lost per Staff Year		
	2013/2014	2014/2015	Change
DARD	1.00	1.06	0.06
DCAL	0.09	0.10	0.01
DE	0.22	0.24	0.02
DEL	0.78	0.95	0.17
DETI	0.13	0.14	0.01
DFP	1.16	1.09	-0.07
DHSSPS	0.20	0.16	-0.03
DOE	0.92	1.07	0.14
DOJ	1.67	2.02	0.35
DRD	0.72	0.79	0.06
DSD	2.88	2.87	0.00
OFMDFM	0.11	0.11	-0.01
PPS	0.16	0.16	0.00
<b>NICS Overall</b>	<b>10.1</b>	<b>10.8</b>	<b>0.73</b>

Table 9.2: Contribution of each Grade Level to the overall Working Days Lost per Staff Year<sup>1</sup>

Grade Level	Working Days Lost per Staff Year		
	2013/2014	2014/2015	Change
G5+	0.04	0.04	0.00
G6	0.08	0.06	-0.02
G7	0.29	0.29	0.00
DP	0.58	0.61	0.03
SO	0.95	0.99	0.04
EOI	1.11	1.07	-0.04
EOII	1.54	1.67	0.13
AO	3.43	3.60	0.18
AA	0.67	0.75	0.07
Industrials	0.48	0.55	0.07
Prison Grade	0.91	1.17	0.26
<b>NICS Overall</b>	<b>10.1</b>	<b>10.8</b>	<b>0.73</b>

<sup>1</sup>The Change figures in this table are calculated from unrounded figures.

Table 9.3: Contribution of each Gender to the overall Working Days Lost per Staff Year<sup>1</sup>

Gender	Working Days Lost per Staff Year		
	2013/2014	2014/2015	Change
Male	4.33	4.74	0.41
Female	5.74	6.06	0.32
<b>NICS Overall</b>	<b>10.1</b>	<b>10.8</b>	<b>0.73</b>

Table 9.4: Contribution of each Age Group to the overall Working Days Lost per Staff Year<sup>1</sup>

Age Group	Working Days Lost per Staff Year		
	2013/2014	2014/2015	Change
16-24	0.08	0.05	-0.04
25-34	2.27	2.27	0.00
35-44	2.42	2.61	0.19
45-54	3.57	3.71	0.14
55+	1.73	2.17	0.44
<b>NICS Overall</b>	<b>10.1</b>	<b>10.8</b>	<b>0.73</b>

Table 9.5: Contribution of each Reason to the overall Working Days Lost per Staff Year<sup>1,2</sup>

Reason for Absence	Working Days Lost per Staff Year		
	2013/2014	2014/2015	Change
Anxiety/Stress/Depression/Other Psychiatric Illnesses	3.16	3.44	0.29
Asthma	0.02	0.02	0.00
Back Problems	0.60	0.63	0.03
Benign and Malignant Tumours, Cancers	0.45	0.48	0.03
Blood Disorders	0.07	0.07	0.00
Burns, Poisoning, Frostbite, Hypothermia	0.01	0.01	0.00
Chest and Respiratory Problems	0.27	0.36	0.10
Cold, Cough, Flu, Influenza	0.50	0.58	0.09
Dental and Oral Problems	0.02	0.03	0.00
Ear, Nose, Throat	0.24	0.23	-0.01
Endocrine/Glandular Problems	0.07	0.07	0.00
Eye Problems	0.11	0.09	-0.02
Gastrointestinal Problems	0.74	0.70	-0.04
Genitourinary and Gynaecological Disorders	0.30	0.32	0.01
Headache/Migraine	0.09	0.09	-0.01
Heart, Cardiac and Circulatory Problems	0.36	0.41	0.05
Infectious Diseases	0.04	0.06	0.01
Injury, Fracture	0.92	1.06	0.14
Nervous System Disorders	0.14	0.13	-0.01
Other Known Causes - Not Elsewhere Classified	0.54	0.56	0.02
Other Musculoskeletal Problems	0.50	0.54	0.04
Pregnancy Related Disorders	0.74	0.72	-0.02
Skin Disorders	0.05	0.05	0.00
Substance Abuse	0.03	0.03	0.00
No Reason Specified	0.13	0.16	0.04
<b>NICS Overall</b>	<b>10.1</b>	<b>10.8</b>	<b>0.73</b>

<sup>1</sup>The Change figures in this table are calculated from unrounded figures.

<sup>2</sup>The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

## Appendix 9

Table 9.6: Contribution of each Grade Level, within Department, to the overall Working Days Lost per Staff Year<sup>1,2</sup>

Department / Grade Level	Working Days Lost per Staff Year			Department / Grade Level	Working Days Lost per Staff Year		
	2013/2014	2014/2015	Change		2013/2014	2014/2015	Change
DARD G7+	0.07	0.08	0.02	DFP G7+	0.09	0.06	-0.04
DP	0.05	0.06	0.01	DP	0.12	0.12	0.00
SO	0.16	0.15	-0.01	SO	0.13	0.16	0.03
EOI	0.15	0.14	-0.01	EOI	0.17	0.12	-0.05
EOII	0.10	0.12	0.02	EOII	0.16	0.15	-0.01
AO	0.18	0.17	0.00	AO	0.40	0.40	0.00
AA	0.10	0.10	0.00	AA	0.09	0.08	-0.01
Industrial	0.19	0.22	0.03	Industrial	0.00	0.00	0.00
Prison Grade	n/a	n/a	n/a	Prison Grade	n/a	n/a	n/a
<b>DARD Overall</b>	<b>1.00</b>	<b>1.06</b>	<b>0.06</b>	<b>DFP Overall</b>	<b>1.16</b>	<b>1.09</b>	<b>-0.07</b>
DCAL G7+	0.00	0.00	0.00	DHSSPS G7+	0.04	0.03	-0.01
DP	0.01	0.01	0.00	DP	0.04	0.02	-0.02
SO	0.02	0.02	0.00	SO	0.05	0.05	0.00
EOI	0.01	0.01	0.00	EOI	0.02	0.02	-0.01
EOII	0.01	0.01	0.01	EOII	0.02	0.02	0.01
AO	0.01	0.02	0.01	AO	0.02	0.02	0.00
AA	0.01	0.01	0.00	AA	0.02	0.01	-0.01
Industrial	0.01	0.01	0.00	Industrial	n/a	n/a	n/a
Prison Grade	n/a	n/a	n/a	Prison Grade	n/a	n/a	n/a
<b>DCAL Overall</b>	<b>0.09</b>	<b>0.10</b>	<b>0.01</b>	<b>DHSSPS Overall</b>	<b>0.20</b>	<b>0.16</b>	<b>-0.03</b>
DE G7+	0.04	0.04	0.00	DOE G7+	0.02	0.03	0.01
DP	0.03	0.04	0.01	DP	0.09	0.08	-0.01
SO	0.04	0.03	-0.01	SO	0.14	0.14	-0.01
EOI	0.02	0.02	0.00	EOI	0.16	0.17	0.01
EOII	0.02	0.03	0.01	EOII	0.08	0.12	0.04
AO	0.05	0.06	0.01	AO	0.34	0.42	0.09
AA	0.02	0.02	0.00	AA	0.08	0.10	0.02
Industrial	n/a	n/a	n/a	Industrial	0.02	0.02	0.00
Prison Grade	n/a	n/a	n/a	Prison Grade	n/a	n/a	n/a
<b>DE Overall</b>	<b>0.22</b>	<b>0.24</b>	<b>0.02</b>	<b>DOE Overall</b>	<b>0.92</b>	<b>1.07</b>	<b>0.14</b>
DEL G7+	0.02	0.01	-0.01	DOJ G7+	0.02	0.02	0.00
DP	0.03	0.04	0.01	DP	0.07	0.07	0.00
SO	0.06	0.07	0.00	SO	0.13	0.11	-0.02
EOI	0.11	0.14	0.03	EOI	0.11	0.14	0.03
EOII	0.26	0.29	0.04	EOII	0.11	0.11	0.00
AO	0.29	0.37	0.08	AO	0.26	0.33	0.07
AA	0.01	0.03	0.02	AA	0.04	0.06	0.02
Industrial	n/a	n/a	n/a	Industrial	0.01	0.01	0.00
Prison Grade	n/a	n/a	n/a	Prison Grade	0.91	1.17	0.26
<b>DEL Overall</b>	<b>0.78</b>	<b>0.95</b>	<b>0.17</b>	<b>DOJ Overall</b>	<b>1.67</b>	<b>2.02</b>	<b>0.35</b>
DETI G7+	0.01	0.01	0.00	DRD G7+	0.01	0.01	0.01
DP	0.01	0.01	0.01	DP	0.03	0.05	0.02
SO	0.02	0.02	0.01	SO	0.06	0.06	0.00
EOI	0.02	0.03	0.01	EOI	0.10	0.12	0.01
EOII	0.03	0.02	-0.01	EOII	0.04	0.05	0.01
AO	0.04	0.04	0.01	AO	0.18	0.17	-0.02
AA	0.01	0.00	0.00	AA	0.05	0.04	-0.01
Industrial	n/a	n/a	n/a	Industrial	0.25	0.29	0.04
Prison Grade	n/a	n/a	n/a	Prison Grade	n/a	n/a	n/a
<b>DETI Overall</b>	<b>0.13</b>	<b>0.14</b>	<b>0.01</b>	<b>DRD Overall</b>	<b>0.72</b>	<b>0.79</b>	<b>0.06</b>

continued over

<sup>1</sup>The Change figures in this table are calculated from unrounded figures.<sup>2</sup>n/a: No cases recorded.

Table 9.6 (cont): Contribution of each Grade Level, within Department, to the overall Working Days Lost per Staff Year<sup>1,2</sup>

Department / Grade Level		Working Days Lost per Staff Year		
		2013/2014	2014/2015	Change
DSD	G7+	0.03	0.03	0.00
	DP	0.05	0.05	0.00
	SO	0.12	0.16	0.04
	EOI	0.21	0.16	-0.06
	EOII	0.66	0.68	0.02
	AO	1.59	1.54	-0.05
	AA	0.21	0.25	0.05
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	<b>DSD Overall</b>	<b>2.88</b>	<b>2.87</b>	<b>0.00</b>
OFMDFM	G7+	0.02	0.02	0.00
	DP	0.02	0.03	0.01
	SO	0.03	0.03	0.00
	EOI	0.00	0.01	0.00
	EOII	0.02	0.01	-0.01
	AO	0.01	0.01	0.00
	AA	0.00	0.00	0.00
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	<b>OFMDFM Overall</b>	<b>0.11</b>	<b>0.11</b>	<b>-0.01</b>
PPS	G7+	0.02	0.01	-0.01
	DP	0.04	0.03	-0.01
	SO	0.00	0.00	0.00
	EOI	0.02	0.02	0.00
	EOII	0.02	0.02	0.00
	AO	0.06	0.05	0.00
	AA	0.01	0.03	0.02
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	<b>PPS Overall</b>	<b>0.16</b>	<b>0.16</b>	<b>0.00</b>
<b>NICS Overall</b>	<b>10.1</b>	<b>10.8</b>	<b>0.73</b>	

Table 9.7: Contribution of Long-term and Short-term absence to the overall Working Days Lost per Staff Year<sup>1,2</sup>

Duration	Working Days Lost per Staff Year		
	2013/2014	2014/2015	Change
Short-term absence	2.72	2.85	0.13
Long-term absence	7.35	7.95	0.60
<b>NICS Overall</b>	<b>10.1</b>	<b>10.8</b>	<b>0.73</b>

<sup>1</sup>The Change figures in this table are calculated from unrounded figures.<sup>2</sup>n/a: No cases recorded.

## Appendix 10

## Departmental Analysis: Industrial, Non-Industrial and Prison Grade

[Download Appendix 10 data](#)Table 10.1: Departmental Analysis<sup>1</sup>

Department	Working Days Lost per Staff Year			
	2011/2012	2012/2013	2013/2014	2014/2015
DARD	8.0	9.4	9.1	9.6
DARD Industrial	9.8	11.9	12.3	14.1
DARD Non-Industrial	7.6	9.0	8.6	8.8
DCAL	8.0	8.5	8.6	9.2
DCAL Industrial	10.1	5.1	15.3	9.6
DCAL Non-Industrial	7.8	8.8	8.1	9.2
DE	7.9	9.6	9.7	10.2
DEL	11.4	11.5	10.4	12.2
DETI	7.3	8.1	8.0	8.5
DFP	9.3	10.5	9.4	8.4
DFP Industrial	21.9	23.3	2.3	9.2
DFP Non-Industrial	9.2	10.4	9.4	8.4
DHSSPS	7.1	8.8	9.4	8.5
DOE	9.8	9.4	9.5	10.9
DOE Industrial	15.7	13.7	7.1	7.3
DOE Non-Industrial	9.7	9.3	9.5	11.0
DOJ	12.6	12.9	11.6	14.6
DOJ Industrial	24.7	17.5	8.2	6.2
DOJ Non-Industrial	9.2	10.5	9.1	10.5
DOJ Prison Grade	17.0	16.1	15.1	20.4
DRD	8.2	8.5	8.7	9.4
DRD Industrial	12.5	13.5	12.8	14.8
DRD Non-Industrial	6.9	7.1	7.4	7.8
DSD	11.1	11.4	11.1	11.3
OFMDFM	8.7	7.8	8.9	8.3
PPS	9.8	10.2	8.2	8.2
<b>NICS Overall</b>	<b>10.1</b>	<b>10.6</b>	<b>10.1</b>	<b>10.8</b>
Industrial Overall	12.0	12.9	12.1	13.7
Non-Industrial Overall	9.5	10.1	9.7	10.1
Prison Grade Overall	17.0	16.1	15.1	20.4

<sup>1</sup>Staff in AOCC, HSENI, and OAGNI are included in the NICS Overall figures.



## Appendix 11

## List of Abbreviations

<b>AA</b>	Administrative Assistant
<b>AO</b>	Administrative Officer
<b>AOCC</b>	Assembly Ombudsman Commissioner for Complaints
<b>CBI</b>	Confederation of British Industry
<b>CIPD</b>	Chartered Institute of Personnel and Development
<b>CPO</b>	Custody Prison Officer
<b>DARD</b>	Department of Agriculture and Rural Development
<b>DCAL</b>	Department of Culture, Arts and Leisure
<b>DE</b>	Department of Education
<b>DEL</b>	Department for Employment and Learning
<b>DETI</b>	Department of Enterprise, Trade and Investment
<b>DFP</b>	Department of Finance and Personnel
<b>DHSSPS</b>	Department of Health, Social Services and Public Safety
<b>DOE</b>	Department of the Environment
<b>DOJ</b>	Department of Justice
<b>DP</b>	Deputy Principal
<b>DRD</b>	Department for Regional Development
<b>DSD</b>	Department for Social Development
<b>EOI</b>	Executive Officer I
<b>EOII</b>	Executive Officer II
<b>G5+</b>	Grade 5 and above
<b>G6</b>	Grade 6
<b>G7</b>	Grade 7
<b>G7+</b>	Grade 7 and above
<b>GB</b>	Great Britain
<b>HR</b>	Human Resources
<b>HSENI</b>	Health and Safety Executive for Northern Ireland
<b>NI</b>	Northern Ireland
<b>NIAUR</b>	Northern Ireland Authority for Utilities Regulation
<b>NICS</b>	Northern Ireland Civil Service
<b>NICTS</b>	Northern Ireland Courts and Tribunals Service
<b>NIPS</b>	Northern Ireland Prison Service
<b>NISRA</b>	Northern Ireland Statistics and Research Agency
<b>OAGNI</b>	Office of the Attorney General Northern Ireland
<b>ODS</b>	OpenDocument Spreadsheet
<b>OFMDFM</b>	Office of the First Minister and Deputy First Minister
<b>PPS</b>	Public Prosecution Service
<b>SO</b>	Staff Officer
<b>YJA</b>	Youth Justice Agency