



Department of  
**Finance and  
Personnel**

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# Sickness Absence in the Northern Ireland Civil Service

**2011/2012**

Government



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## Executive Summary

- ▶ This annual report provides a detailed analysis of sickness absence for staff in the Northern Ireland Civil Service over the 2011/2012 financial year. It contains analyses of trends over the last five years and details the progress being made towards absence targets. It is the first report for which it has been possible to include data for Northern Ireland Prison Service (NIPS) staff. The data for 2010/2011 presented in this report has also been revised to include NIPS staff.
- ▶ The headline absence figure for 2011/2012 was 10.1 days (average days lost per staff year), down from the revised level of 10.7 days in the previous year, but just slightly shy of the annual target of 10.0 days.
- ▶ The headline absence level represents 4.6% of available working days lost and equates to approximately £28.6 million in terms of lost production.
- ▶ The proportion of staff with no recorded spells of absence increased from 51.8% in 2010/2011 to 53.7%.
- ▶ Analysis by Department revealed that the level of absence ranged from 7.1 days in DHSSPS to 12.6 days in DOJ. The biggest contribution to DOJ's absence level was made by Prison Grade staff who were absent for an average of 17.0 days. A large part of the variation between Departments was attributable to differences in terms of their grade, gender and age profiles.
- ▶ The absence level of females reduced from 13.1 days in 2010/2011 to 11.9 days in 2011/2012. This was still higher than that of males (8.4 days) even when *Pregnancy Related Disorders* were taken into account (10.5 days). The absence level of females has reduced by almost one third over the last five years and is closer to the absence level of males than it has been hitherto.
- ▶ The level of absence was highest for staff aged 55+ (11.4 days) and lowest (9.4 days) for staff aged 16-24.
- ▶ As in previous years, the main reason for absence was *Anxiety/Stress/Depression/Other Psychiatric Illnesses*. The proportion of working days lost due to illnesses of this type was 29.0%, around one quarter of which were due to work related stress.
- ▶ The high level of absence in the NICS was due, in large part, to a relatively small group of staff (10.4%) being absent from work on a long-term basis for an average of 58.6 working days. This group of staff accounted for 71.3% of the total days lost.
- ▶ Staff within their first two years of employment lost, on average, less than half the days to sickness absence (4.9 days) than staff who had been employed for two years or more (10.2 days).



## Key Facts

	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011 <sup>2</sup>	2011/ 2012
<b>Proportion of Staff with No Recorded Spells of Absence</b>	40.7%	43.1%	49.8%	50.1%	51.8%	<b>53.7%</b>
<b>Working Days Lost per Staff Year</b>	13.7	12.9	11.0	11.0	10.7	<b>10.1</b>
<b>Percentage of Available Working Days Lost</b>	6.2%	5.8%	4.9%	4.9%	4.9%	<b>4.6%</b>
<b>Total Number of Working Days Lost</b>	322,640	284,833	246,806	245,590	287,131 <sup>4</sup>	<b>263,545</b>
<b>Estimated Lost Production<sup>3</sup> (£ Million)</b>	25.6	24.5	21.0	22.9	30.0 <sup>4</sup>	<b>28.6</b>
<b>Average Number of Spells per Staff Year</b>	1.2	1.1	0.9	0.9	0.8	<b>0.8</b>
<b>Proportion of Working Days Lost by Certification</b>						
Certified	83.7%	83.1%	79.4%	66.7%	68.4%	<b>69.3%</b>
Self-Certified	16.3%	16.9%	17.1%	24.4%	21.9%	<b>23.2%</b>
Uncertified/Missing	0.0%	0.0%	3.5%	8.9%	9.7%	<b>7.5%</b>
<b>Long-term Absence</b>						
Proportion of Working Days Lost due to Long-term Absence	69.3%	69.4%	70.6%	70.0%	72.0%	<b>71.3%</b>
Frequency Rate <sup>5</sup>	13.7%	12.5%	10.9%	10.9%	11.3%	<b>11.0%</b>
Average Duration (Working Days)	60.5	62.0	61.7	62.8	61.2	<b>58.6</b>
<b>Short-term Absence</b>						
Average Number of Spells per Staff Year	1.00	0.95	0.76	0.75	0.67	<b>0.65</b>

<sup>1</sup> Data from 2010/2011 onwards includes Department of Justice, Public Prosecution Service and industrial staff.

<sup>2</sup> Revised - see page 6 and Appendix 1.

<sup>3</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>4</sup> The increase in total working days lost and the estimated lost production in 2010/2011 is due, in large part, to the inclusion of industrial staff and staff in the Department of Justice and the Public Prosecution Service.

<sup>5</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

## Change in Report Coverage

This is the first annual sickness absence report to include data for staff in the Northern Ireland Prison Service (NIPS). While the 2010/2011 report was able to include data for the rest of the Department of Justice, sufficient information for NIPS staff was not received in time to meet the publication deadline.

With the subsequent availability of NIPS data the figures presented in this report for 2010/2011 have been revised to take account of these staff and therefore differ from the 2010/2011 figures published previously. Where it has not been practical to present the updated 2010/2011 figures in the body of the report they have been included in the Appendix.

Information on Department of Justice (DOJ), Public Prosecution Service (PPS) and industrial staff have been included since 2010/2011. The inclusion of these groups of staff means that the overall NICS statistics for 2010/2011 and 2011/2012 are not directly comparable with those presented for previous years.

An updated Key Facts summary page for 2010/2011, showing the impact made by the inclusion of the DOJ, PPS and industrial staff is presented in Appendix 10.



# **Chapter 1**

## **Working Days Lost Through Sickness Absence**



# 1. Working Days Lost Through Sickness Absence

## 1.1 Introduction

In 2011/2012 an average of 10.1 days were lost by staff in the NICS as a result of sickness absence. This is an improvement on the revised level of 10.7 days in the previous year. The overall level of absence represents 4.6% of the available working days and equates to approximately £28.6 million in terms of lost production.<sup>1</sup>

The following pages look at the variation in the levels of absence over time across Departments, grade levels, genders, age groups and by length of service. Further analyses are presented in Appendix 3.

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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.

## 1.2 Department

Nine out of the 13 Departments achieved a reduction in the average number of days lost through sickness absence. In percentage terms, the greatest reductions were in DSD (16.9%) and DHSSPS (16.0%). DSD accounts for approximately one quarter of the NICS and since 2006/2007 has reduced its absence level by around 40%. Nearly one third of DSD's reduction since last year can be attributed to a reduction in *Anxiety/Stress/Depression/Other Psychiatric Illnesses* in its AO grade level. The contribution of each Department to the overall NICS absence level, and how this has changed over time, is shown in Appendix 9.

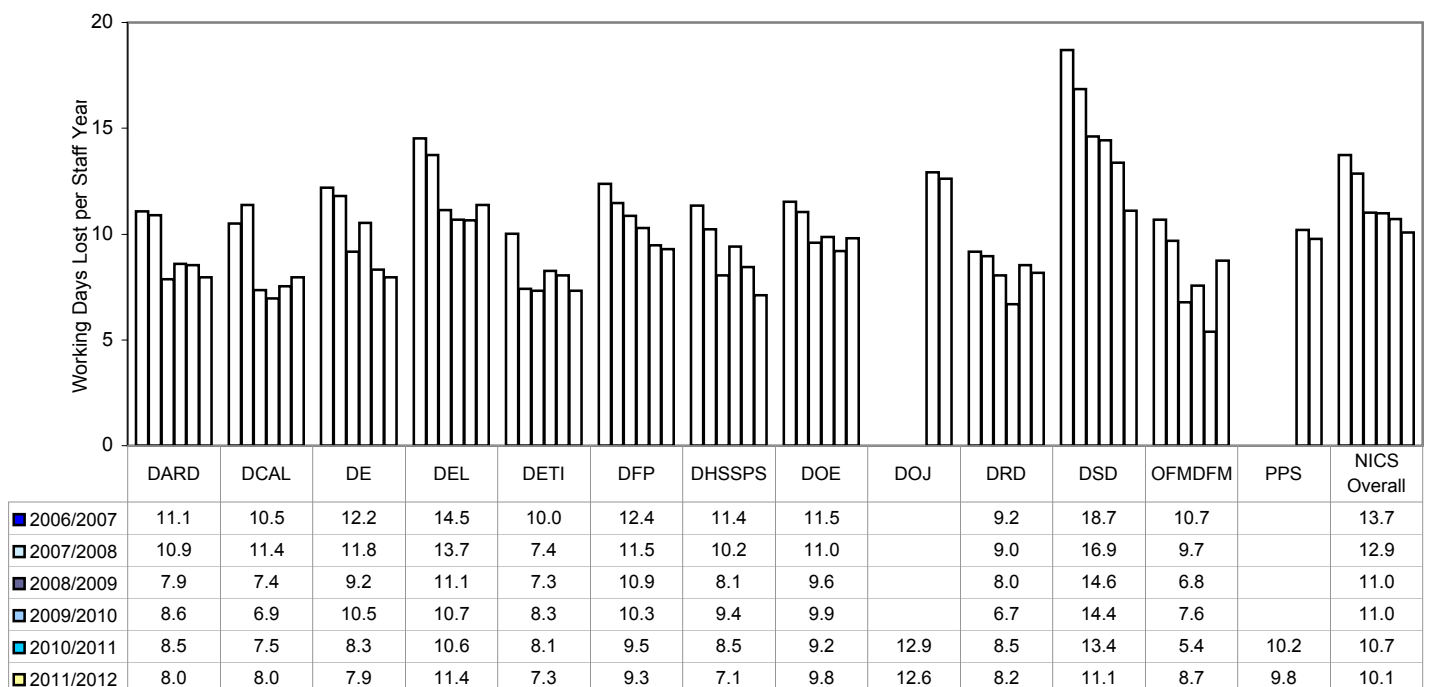
OFMDFM showed the greatest percentage increase against the previous year (62.5%) however it would be wrong to read too much into this increase as OFMDFM had a particularly low level of absence in 2010/2011 and, as a relatively small Department, even a small increase in the absolute number of long-term absences can have a large impact on its overall level of absence.

The level of absence in the NICS ranged from 12.6 days in DOJ to 7.1 days in DHSSPS. The biggest contribution to DOJ's absence level was made by Prison Grade staff. For instance, if Prison Grade staff were excluded from the DOJ figures, the DOJ level of absence would fall from 12.6 days to 9.4 days. When making comparisons between Departments it is important to consider that absence levels differ by grade level, gender and age. Consequently, the staffing profile of a Department can have a major bearing on its sickness absence.

An illustration of the extent to which a Department's staffing profile can influence its overall absence rate is presented in Appendix 5. This analysis adjusts each Department to have the same staffing profile as the NICS overall, thus enabling like for like comparison between Departments. For example, if the staffing profile in DOJ had been the same as in the NICS overall there would have been 9.0 days lost per staff year instead of 12.6 days in DOJ. Similarly, the days lost in DE would have increased from 7.9 to 9.5 days.

Figure 1<sup>1</sup>

Average Number of Working Days Lost per Staff Year by Department 2006/2007 - 2011/2012



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

### 1.3 Grade Level

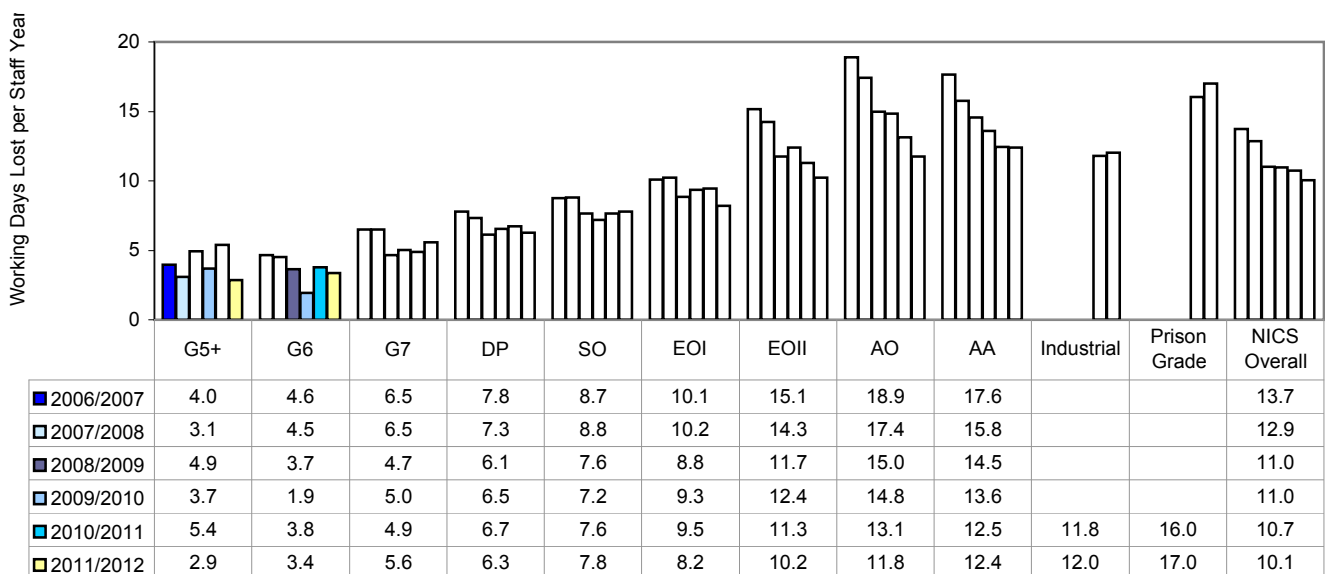
While the majority of grades showed a decrease in absence levels, increases were evident among Prison Grade staff, Industrial staff and staff at, or analogous to, Grade 7 and Staff Officer grade levels. As in the previous year the level of absence was highest for Prison Grade staff (17.0 days). The contribution of each grade level to the overall NICS absence level, and how this has changed over time, is shown in Appendix 9.

For the first time in the six year period presented, staff at the AO grade level (11.8 days) had a lower level of absence than staff at the AA grade level (12.4 days). It should be noted that staff at AO level have had the greatest improvement over the six year period presented. Their absence levels have reduced by more than one third, from 18.9 days. In 2011/2012 the biggest contributor to this fall was a reduction in absences due to *Anxiety/Stress/Depression/Other Psychiatric Illnesses*. Staff at AA and EOII have also shown a large reduction over the six year period.

Staff at Grade 5 and above had the lowest level of absence, at 2.9 days. The level of absence increased for each successive grade level down to AA (12.4 days). The level of absence for Industrial staff (12.0 days) was slightly lower than for staff at, or analogous to, the AA grade (12.4 days).

Figure 2<sup>1</sup>

Average Number of Working Days Lost per Staff Year by Analogous Grade Level 2006/2007 - 2011/2012



<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.

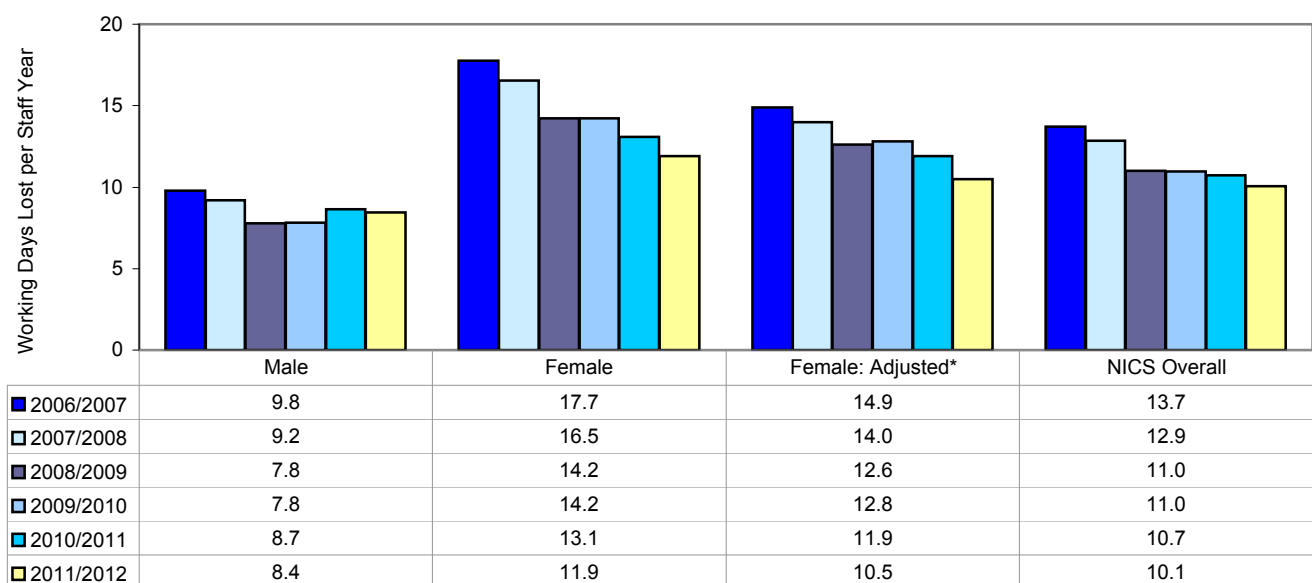
## 1.4 Gender

The level of absence for females was 11.9 days, down from 13.1 days in 2010/2011. Over the last five years female absence has decreased by almost one third (32.8%) while the comparative decrease for males over the same period was 14.3%. Despite this decrease female absence was still higher than that for males (8.4 days) in 2011/2012. When absences due to *Pregnancy Related Disorders* were removed from the calculations the level of absence for females reduced to 10.5 days. The contribution of each gender to the overall NICS absence level, and how this has changed over time, is shown in Appendix 9.

The gap between the level of absence for females and males is the smallest it has been in the six years presented.

Figure 3

Average Number of Working Days Lost per Staff Year by Gender 2006/2007 - 2011/2012



\* Excludes absences due to *Pregnancy Related Disorders*. Prior to 2008/2009, excludes *Pregnancy Related/Postnatal* absences.

## 1.5 Age Group

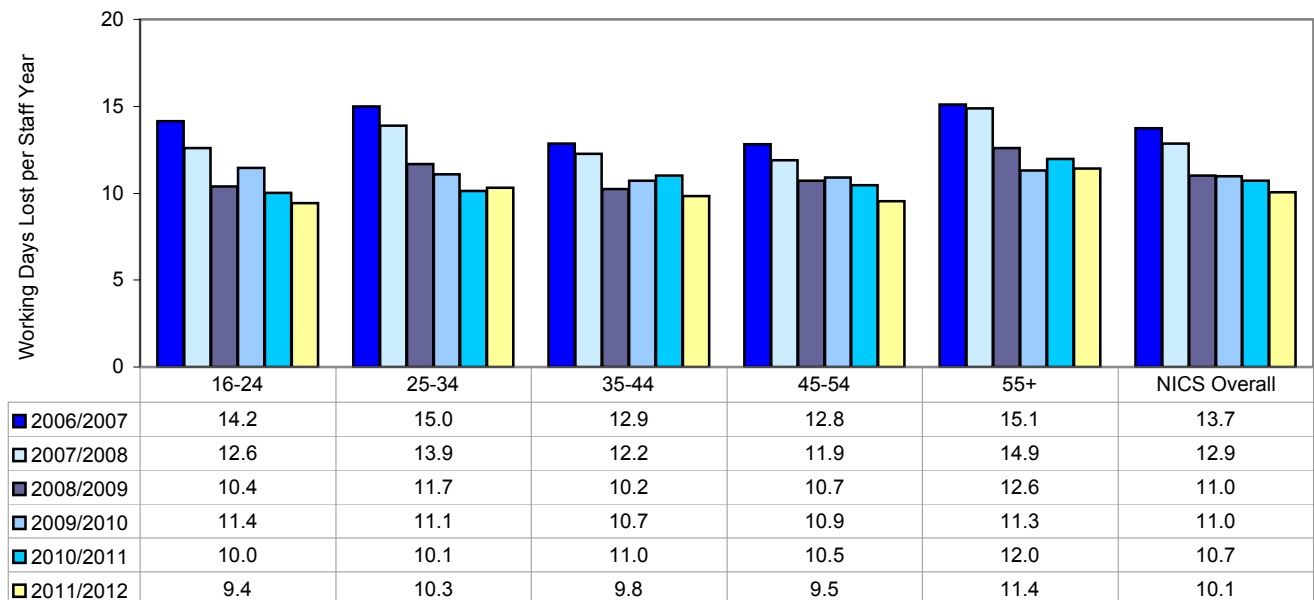
The absence level decreased for all age groups apart from those aged 25-34. The largest decrease in percentage terms (10.9%) was recorded for those aged 35-44. The absence level was highest in those aged 55+ (11.4 days) and lowest (9.4 days) for those in the youngest age group (16-24). The contribution of each age group to the overall NICS absence level, and how this has changed over time, is shown in Appendix 9.

Analysis has shown that the duration of absences tended to increase with age. The average duration for those aged 55+ was 19.5 days compared with 7.5 days for those aged 16-24 (Table 3, Appendix 6).

Certified absence levels generally increased with age group from 5.7 days for staff in the youngest age category to 8.4 days for staff aged 55+ (Table 6, Appendix 3).

Figure 4

Average Number of Working Days Lost per Staff Year by Age Group 2006/2007 - 2011/2012



## 1.6 Length of Service

Analysis by length of service reveals that for the first two years after joining the NICS, the absence level of staff is relatively low (4.9 days in 2011/2012) but increases substantially thereafter (10.2 days for staff in post for 2 years or more). This finding may in part be explained by the fact that new entrants to the NICS are placed on a one year period of probation. During this time, staff are subject to more stringent conditions with regards to sickness absence management, whereby each spell of sickness absence leads to a review and the consideration of potential inefficiency action.

Table 1

Average Number of Working Days Lost per Staff Year by Length of Service 2010/2011 - 2011/2012

Length of Service	Working Days Lost per Staff Year	
	2010/2011	2011/2012
Less than 1 year	5.8	4.3
1 to less than 2 years	8.8	5.9
<b>Less than 2 years</b>	<b>7.7</b>	<b>4.9</b>
2 to less than 3 years	11.3	10.7
3 to less than 4 years	10.4	10.2
4 to less than 5 years	11.1	11.5
5 years or more	10.9	10.1
<b>2 years or more</b>	<b>10.9</b>	<b>10.2</b>
<b>NICS Overall</b>	<b>10.7</b>	<b>10.1</b>



## **Chapter 2**

### **Spells of Sickness Absence**



## 2. Spells of Sickness Absence

### 2.1 Introduction

This chapter considers the number and average duration of recorded spells of sickness absence. Supporting information, including revised 2010/2011 data, can be found in Appendix 6.

### 2.2 Number of Absence Spells

The proportion of staff with no sickness absence in 2011/2012 was 53.7%, compared to 51.8% in 2010/2011. A further 30.7% of staff had only one recorded absence and 11.2% were absent on two separate occasions during the year. The remaining 4.4% of staff were absent from work through illness on three or more occasions.

The proportion of staff with no absence varied markedly between Departments. Less than half of staff in DSD (46.6%) and PPS (49.7%) had no absence compared with nearly two thirds of staff in OFMDFM, DRD and DARD (Table 9, Appendix 6).

Staff in the NICS had an average of just under one spell of sickness absence (0.8), unchanged from the previous financial year.

Figure 5

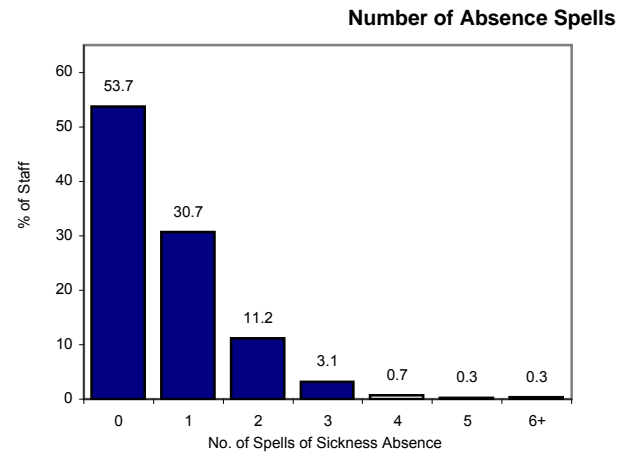


Figure 6

Figure 6 shows that while 53.7% of staff had no spells of sickness absence, just over one fifth of staff (22.2%) were absent between one and five days in 2011/2012. Just over one in ten staff (11.7%) were absent for more than 20 days in total during 2011/2012, a similar proportion to 2010/211 (Table 7, Appendix 6).

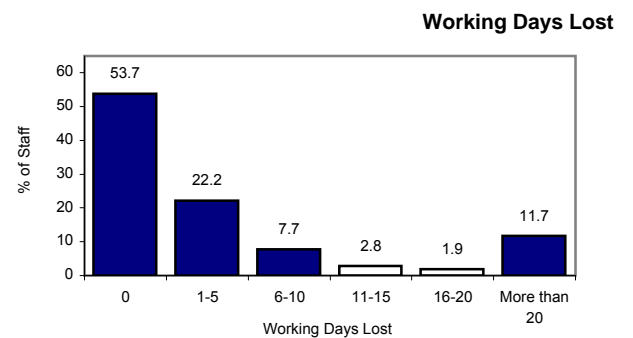


Figure 7

### 2.3 Duration of Absence Spells

Figure 7 shows that the majority of absence spells were short-term in nature. Over two thirds (67.9%) lasted for five working days or less. These absences accounted for 14.5% of the total working days lost.

Long-term spells of absence (i.e. those lasting for more than 20 consecutive working days) accounted for only 15.9% of all spells of absence but nearly three quarters (71.3%) of the total working days lost.

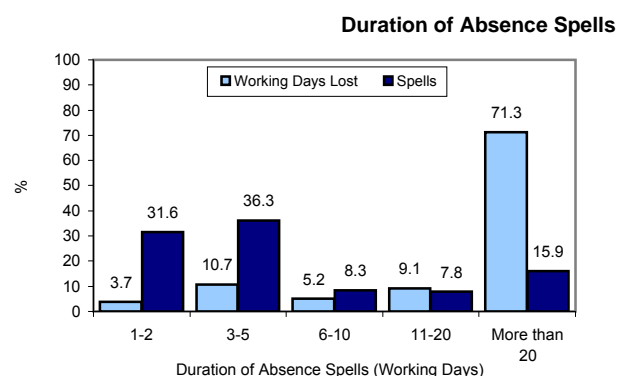
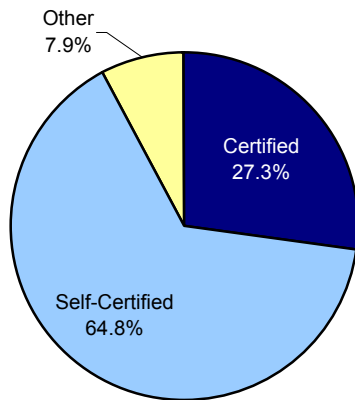


Figure 8

## Absence Spells by Certification



## 2.4 Absence Certification

Self-certified absences made up just under two thirds (64.8%) of all spells of sickness absence. Absence spells that were covered by a medical certificate accounted for just over a quarter (27.3%) of spells, a similar proportion to 2010/2011 (26.9%).

Absences that were uncertified or where the certification was missing, accounted for the remaining 7.9% of spells.

Figure 9

## Working Days Lost by Certification

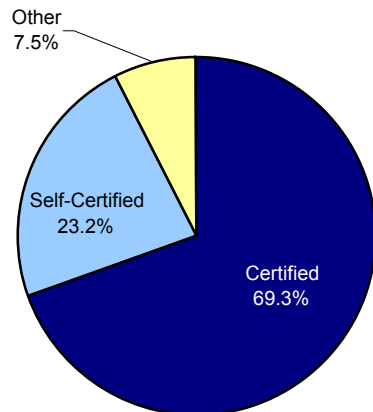


Figure 9 shows that over two thirds (69.3%) of the working days lost were covered by a medical certificate. This gives rise to 7.0 days lost per staff year (3.2% of available working days).

Shorter term absences covered by self-certification accounted for 23.2% of the working days that were lost, resulting in 2.3 days lost per staff year (1.1% of available working days).

Absences that were uncertified, or where the certification was missing, accounted for 7.5% of the working days lost.

On average, self-certified absences lasted 4.7 working days, whereas certified absences lasted 33.4 working days, down slightly from 34.2 working days in the previous year.

## **Chapter 3**

### **Reason For Sickness Absence**



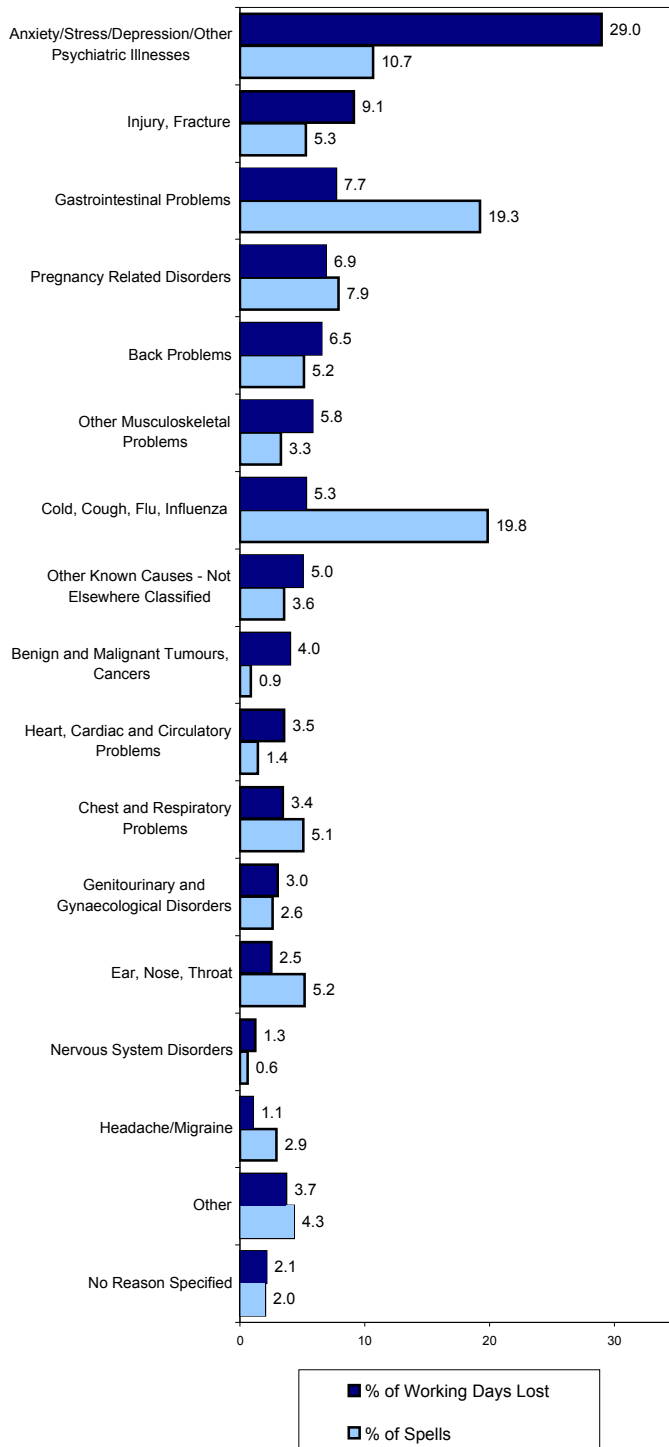
## 3. Reason for Sickness Absence

### 3.1 Introduction

This chapter looks at the reason for sickness absence. More analyses, including revised 2010/2011 data, are presented in Appendix 7.

Figure 10<sup>1,2</sup>

#### Reason for Absence



### 3.2 NICS Overall

As in previous years, the reason for the highest proportion of working days lost was *Anxiety/Stress/Depression/Other Psychiatric Illnesses* (29.0%). Absences in this category tended to be long-term, lasting an average of 35.7 days, down from an average of 38.8 days in 2010/2011 (Table 5, Appendix 7).

Around one quarter of the working days lost due to this reason were recorded as *Stress - Work Related* (Table 4, Appendix 7), which equates to 7.5% of all working days lost in 2011/2012.

*Cold, Cough, Flu, Influenza* accounted for the largest proportion of absence spells (19.8%). These spells lasted an average of 3.5 working days.

Table 2<sup>2</sup>

Reason for Absence	Average Duration (Working Days)
Benign and Malignant Tumours, Cancers	61.0
Anxiety/Stress/Depression/Other Psychiatric Illnesses	35.7
Heart, Cardiac and Circulatory Problems	32.4
Substance Abuse	27.0
Nervous System Disorders	26.0
Other Musculoskeletal Problems	23.4
Injury, Fracture	22.5
Blood Disorders	20.6
Other Known Causes - Not Elsewhere Classified	18.5
Back Problems	16.5
Endocrine/Glandular Problems	15.8
Genitourinary and Gynaecological Disorders	15.0
Skin Disorders	14.0
Eye Problems	11.9
Pregnancy Related Disorders	11.5
Infectious Diseases	9.5
Chest and Respiratory Problems	8.9
Burns, Poisoning, Frostbite, Hypothermia	7.7
Ear, Nose, Throat	6.4
Asthma	5.8
Gastrointestinal Problems	5.2
Headache/Migraine	4.7
Dental and Oral Problems	3.7
Cold, Cough, Flu, Influenza	3.5
No Reason Specified	13.6

<sup>1</sup> The category 'Other' contains any absence with a 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.

The following tables show the percentage of the total working days lost attributable to each reason for absence, broken down by grade level, gender and age group. Shading has been used in each table to highlight the illness category which accounted for the largest proportion of the working days lost.

### 3.3 Grade Level

With the exception of Prison Grade staff, for whom *Injury, Fracture* was the predominant reason for absence, the main cause of absence at every grade level was *Anxiety/Stress/Depression/Other Psychiatric Illnesses*. In general, the more junior the grade the greater the predominance of this type of absence. For example, more than one third of absences at AA level were recorded as *Anxiety/Stress/Depression/Other Psychiatric Illnesses*. The higher level of absence due to *Heart, Cardiac and Circulatory Problems* and *Benign and Malignant Tumours, Cancers* at Grade 7 and above is likely to be a consequence of the older age profile of this group of staff.

Table 3<sup>1</sup>

#### Reason for Absence by Grade Level

Reason for Absence	% of Working Days Lost								
	G7+	DP	SO	EOI	EOII	AO	AA	Industrial	Prison Grade
Anxiety/Stress/Depression/Other Psychiatric Illnesses	24.6	26.2	28.8	29.5	29.5	31.0	35.3	19.3	24.1
Asthma	0.3	-	-	0.1	0.2	0.2	0.1	-	-
Back Problems	4.7	6.3	7.8	5.6	6.1	4.1	4.7	17.0	11.4
Benign and Malignant Tumours, Cancers	12.6	7.1	3.0	6.4	5.9	2.4	3.1	2.2	2.4
Blood Disorders	n/a	-	0.9	1.7	0.3	0.5	0.4	-	1.0
Burns, Poisoning, Frostbite, Hypothermia	-	-	-	n/a	0.0	0.1	-	n/a	0.1
Chest and Respiratory Problems	4.0	3.8	4.9	3.8	3.7	3.6	2.7	1.8	1.8
Cold, Cough, Flu, Influenza	7.1	5.0	5.5	5.1	6.3	6.1	5.3	3.3	1.6
Dental and Oral Problems	0.2	0.2	0.2	0.1	0.2	0.3	0.2	0.7	0.0
Ear, Nose, Throat	1.4	2.5	2.7	1.4	3.3	2.8	2.7	0.7	2.0
Endocrine/Glandular Problems	-	1.2	0.5	0.7	0.3	0.5	0.5	-	0.5
Eye Problems	1.2	1.8	0.6	0.9	1.0	1.0	0.3	1.1	0.3
Gastrointestinal Problems	5.2	9.2	6.2	7.5	8.2	9.1	7.4	6.7	4.6
Genitourinary and Gynaecological Disorders	2.2	2.3	3.7	2.4	3.8	3.7	3.5	0.6	0.9
Headache/Migraine	0.4	1.0	1.2	1.7	1.8	0.9	0.7	0.1	0.4
Heart, Cardiac and Circulatory Problems	12.7	6.1	5.2	4.0	2.5	1.9	5.0	5.2	2.8
Infectious Diseases	-	0.9	0.4	0.4	0.5	0.3	0.2	-	0.3
Injury, Fracture	2.9	7.4	7.9	8.5	7.3	6.1	7.2	12.4	26.0
Nervous System Disorders	-	0.8	1.3	0.6	1.4	1.9	0.9	0.4	-
Other Known Causes - Not Elsewhere Classified	5.2	4.4	5.7	4.2	4.0	4.6	3.2	4.6	10.2
Other Musculoskeletal Problems	3.2	6.6	4.2	6.2	4.5	6.1	5.9	15.3	4.1
Pregnancy Related Disorders	4.9	4.5	6.5	4.8	7.2	9.8	9.0	-	2.8
Skin Disorders	0.4	0.3	1.3	1.3	0.3	0.5	0.4	1.0	0.1
Substance Abuse	n/a	n/a	n/a	0.4	0.8	0.1	0.0	0.3	-
No Reason Specified	5.5	2.1	1.6	2.6	0.9	2.1	1.2	6.7	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>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Note: Cells with small numbers of occurrences have been suppressed (-)

n/a: No cases recorded

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



### 3.4 Gender

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* accounted for the largest proportion of the total working days lost among both males and females (27.1% and 30.6% respectively). For males, *Injury, Fracture* accounted for the second highest proportion (12.6%) whilst for females it was *Pregnancy Related Disorders* (12.4%).

Table 4<sup>1</sup>

#### Reason for Absence by Gender

Reason for Absence	% of Working Days Lost	
	Male	Female
Anxiety/Stress/Depression/Other Psychiatric Illnesses	27.1	30.6
Asthma	0.1	0.2
Back Problems	9.2	4.3
Benign and Malignant Tumours, Cancers	3.7	4.3
Blood Disorders	0.6	0.6
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.1
Chest and Respiratory Problems	3.8	3.2
Cold, Cough, Flu, Influenza	6.4	4.4
Dental and Oral Problems	0.3	0.2
Ear, Nose, Throat	2.2	2.7
Endocrine/Glandular Problems	0.3	0.7
Eye Problems	1.3	0.5
Gastrointestinal Problems	8.4	7.1
Genitourinary and Gynaecological Disorders	0.8	4.8
Headache/Migraine	0.9	1.2
Heart, Cardiac and Circulatory Problems	5.7	1.8
Infectious Diseases	0.4	0.4
Injury, Fracture	12.6	6.4
Nervous System Disorders	1.0	1.5
Other Known Causes - Not Elsewhere Classified	4.9	5.2
Other Musculoskeletal Problems	6.6	5.2
Pregnancy Related Disorders	n/a	12.4
Skin Disorders	0.8	0.4
Substance Abuse	0.4	0.1
No Reason Specified	2.4	1.8
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>

n/a: No cases recorded

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

### 3.5 Age Group

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* accounted for the largest proportion of working days lost in all age groups during 2011/2012.

Table 5<sup>1</sup>

## Reason for Absence by Age Group

Reason for Absence	% of Working Days Lost				
	16-24	25-34	35-44	45-54	55+
Anxiety/Stress/Depression/Other Psychiatric Illnesses	23.7	28.0	31.1	29.6	27.0
Asthma	-	0.1	0.2	0.2	0.1
Back Problems	1.6	5.0	6.5	7.9	6.5
Benign and Malignant Tumours, Cancers	n/a	1.4	3.6	6.0	5.0
Blood Disorders	-	0.2	0.4	0.8	0.9
Burns, Poisoning, Frostbite, Hypothermia	n/a	0.0	0.1	0.0	-
Chest and Respiratory Problems	3.9	2.5	3.1	3.9	4.2
Cold, Cough, Flu, Influenza	9.2	6.5	5.3	4.5	4.5
Dental and Oral Problems	0.8	0.3	0.3	0.2	0.1
Ear, Nose, Throat	2.7	2.7	2.6	2.5	2.1
Endocrine/Glandular Problems	0.9	0.3	0.6	0.6	0.3
Eye Problems	1.0	0.6	0.6	0.9	1.6
Gastrointestinal Problems	14.4	8.5	7.9	7.1	6.5
Genitourinary and Gynaecological Disorders	3.0	2.9	3.2	3.5	2.1
Headache/Migraine	1.5	1.2	1.1	0.9	0.9
Heart, Cardiac and Circulatory Problems	n/a	1.6	1.8	4.5	7.5
Infectious Diseases	0.4	0.4	0.4	0.3	0.5
Injury, Fracture	14.2	6.8	8.7	10.6	9.4
Nervous System Disorders	-	1.1	1.9	1.2	0.8
Other Known Causes - Not Elsewhere Classified	2.0	3.9	5.8	5.1	5.7
Other Musculoskeletal Problems	2.1	3.7	4.7	6.4	9.8
Pregnancy Related Disorders	12.4	20.4	7.2	0.2	n/a
Skin Disorders	0.9	0.3	0.7	0.5	0.9
Substance Abuse	n/a	0.1	0.4	0.4	-
No Reason Specified	4.0	1.4	1.5	2.2	3.5
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Note: Cells with small numbers of occurrences have been suppressed (-)

n/a: No cases recorded

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

## **Chapter 4**

### **Long-term Sickness Absence**



## 4. Long-term Sickness Absence

### 4.1 Introduction

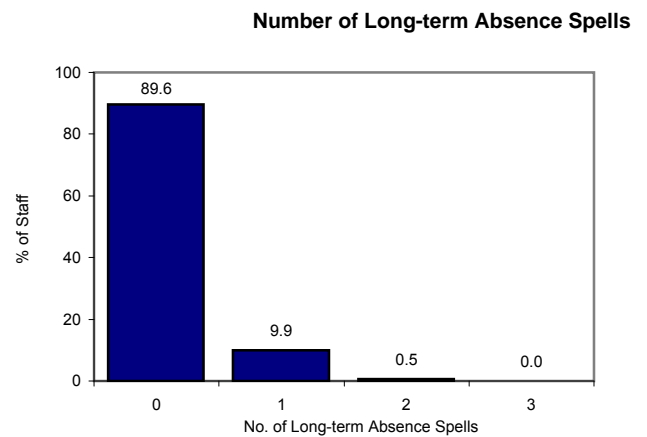
Long-term absence is defined as any spell of absence lasting more than 20 consecutive working days in the 2011/2012 financial year. Supporting information can be found in Appendix 8, as can revised figures for 2010/2011.

### 4.2 Prevalence of Long-term Absence

A total of 3,035 staff (10.4%) in the NICS had one or more spell of long-term absence during 2011/2012, down slightly from the previous year (10.8%, 3,207 staff).

The 3,205 long-term absence spells recorded in 2011/2012 equate to a long-term Frequency Rate<sup>1</sup> of 11.0%. Long-term absences accounted for 71.3% of the total working days lost throughout the year and is equivalent to losing the work of approximately 850 full-time staff for the entire year.

Figure 11



Number of Long-term Absences	Number of Staff	Percentage of Staff
0	26,096	89.6
1	2,872	9.9
2	156	0.5
3	7	0.0
<b>NICS Overall</b>	<b>29,131</b>	<b>100.0</b>

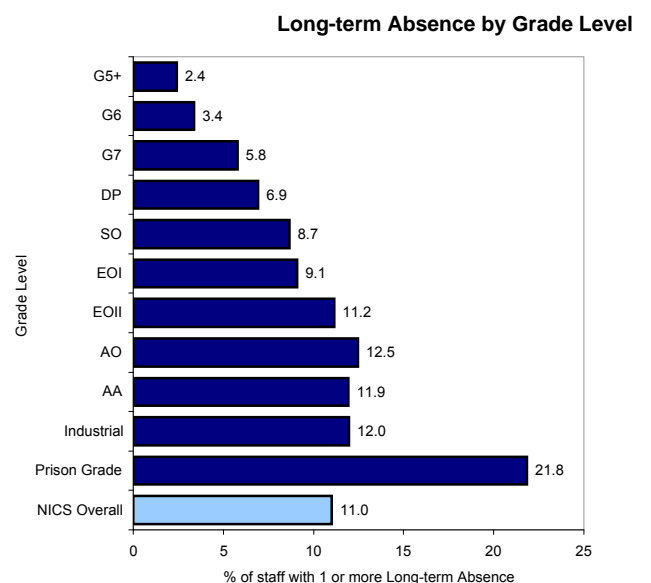
### 4.3 Grade Level

In 2011/2012, the incidence of long-term absence was highest for Prison Grade staff where over one in five (21.8%) had one or more spell of long-term absence.

Staff analogous to the AO grade level had the second highest incidence of long-term absence (12.5%). In addition, more than one in ten Industrial staff, and staff at grades analogous to EOII and AA, had one or more spell of long-term absence.

As grade level increased from EOII to G5+, the incidence of long-term absence decreased.

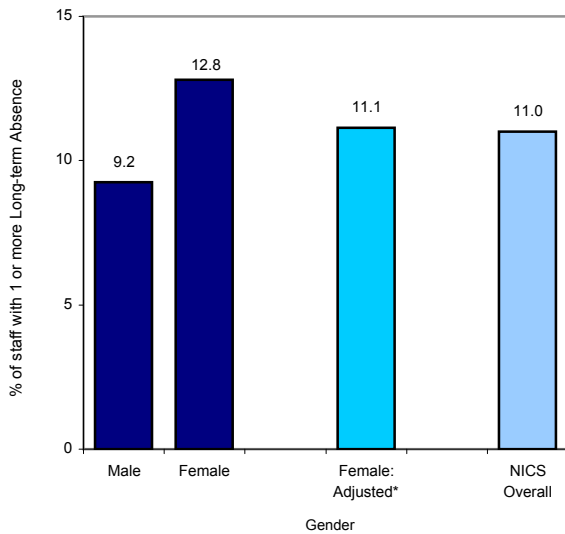
Figure 12



<sup>1</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

Figure 13

## Long-term Absence by Gender



\* Excludes absences due to *Pregnancy Related Disorders*

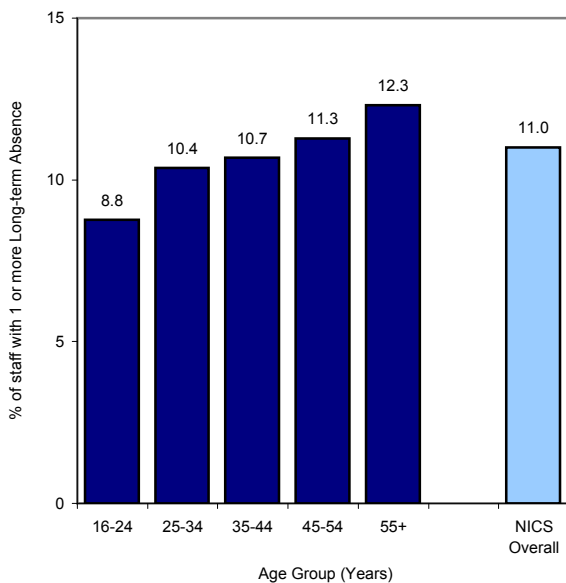
## 4.4 Gender

The proportion of female staff with one or more spell of long-term absence (12.8%) was significantly higher than the equivalent proportion of male staff (9.2%). These proportions have reduced slightly since the previous year (13.3% and 9.4% respectively).

When long-term absences due to *Pregnancy Related Disorders* were excluded, the proportion of females who had one or more spell of long-term absence reduced from 12.8% to 11.1%.

Figure 14

## Long-term Absence by Age Group



## 4.5 Age Group

The incidence of long-term absence was lowest in the 16-24 age group, with 8.8% of staff having one or more spell of long-term absence during 2011/2012. The incidence of long-term absence increased with each successive age group, such that staff aged 55+ (12.3%) were most likely to be absent on a long-term basis.

## 4.6 Reason for Long-term Absence

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* accounted for over one in three (35.8%) long-term working days lost. Around one in ten long-term working days lost (10.3%) were due to *Injury, Fracture* - the second largest contributor.

Table 6<sup>1</sup>

Reason for Long-term Absence  
(% of Long-term Working Days Lost)

Reason for Absence	% of Long-term Working Days Lost
Anxiety/Stress/Depression/Other Psychiatric Illnesses	35.8
Injury, Fracture	10.3
Other Musculoskeletal Problems	6.7
Back Problems	6.6
Pregnancy Related Disorders	5.8
Benign and Malignant Tumours, Cancers	5.4
Other Known Causes - Not Elsewhere Classified	5.3
Gastrointestinal Problems	4.9
Heart, Cardiac and Circulatory Problems	4.4
Genitourinary and Gynaecological Disorders	3.0
Chest and Respiratory Problems	2.3
Nervous System Disorders	1.6
Ear, Nose, Throat	1.3
Other	4.4
No Reason Specified	2.1
<b>NICS Overall</b>	<b>100.0</b>

<sup>1</sup>The category '*Other*' contains any absence with a reason that is not shown elsewhere in the analysis. The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.





## Chapter 5 Targets



## 5. Targets

### 5.1 Introduction

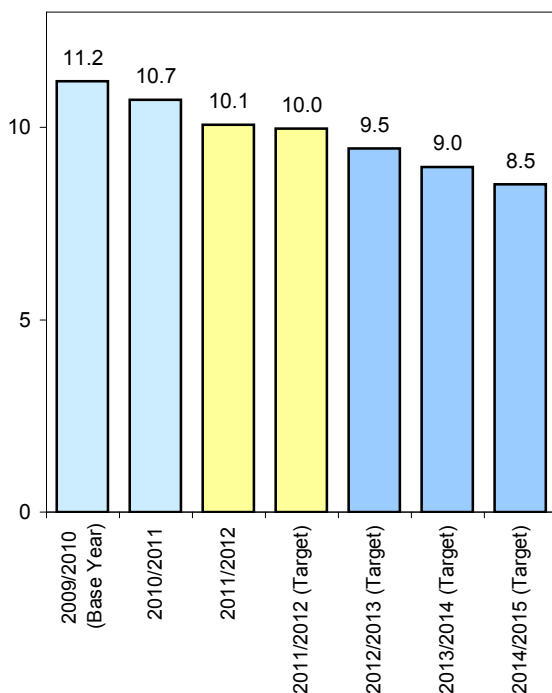
In 2010, a Ministerial target was agreed for an overall reduction in sickness absence within the NICS to 8.5 days lost per staff year by the end of the 2014/2015 financial year; this reflects a 24% reduction from the 2009/2010 base year<sup>1</sup> figure of 11.2 days. A commitment to achieve this target, 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 absences. It was agreed that Departmental targets, while differing in absolute terms, should be equally challenging and achievable. This chapter charts how individual Departments, and the NICS overall, have progressed towards their targets.

<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.

Figure 15<sup>1</sup>

## Average Number of Working Days Lost per Staff Year



## 5.2 Absence Targets - NICS Overall

Whilst improving on the previous year for all target measures, the NICS narrowly missed its overall absence target for 2011/2012, losing an average of 10.1 working days per staff year against a target of 10.0 days.

Despite achieving a reduction for the frequency of long-term<sup>2</sup> absences (long-term Frequency Rate dropped from 11.3% to 11.0%), this was not sufficient to meet the target of 10.4%.

The NICS made a noticeable reduction in the average duration<sup>4</sup> of long-term absence, falling from 61.2 days to 58.6 days. However, this fell short of the target of 56.5 days.

Table 7

## Frequency and Duration of Absence

Absence Target		2009/2010	2010/2011		2011/2012		2012/2013	2013/2014	2014/2015
		(Base Year) <sup>1</sup>	Actual	Target	Actual	Target	Target	Target	Target
Overall	Average days lost per staff year	11.2	10.7	10.5	10.1	10.0	9.5	9.0	8.5
Long-term <sup>2</sup>	Frequency Rate <sup>3</sup> (%)	11.4	11.3	10.7	11.0	10.4	10.1	9.8	9.5
	Average Duration <sup>4</sup> (working days)	62.5	61.2	59.5	58.6	56.5	53.7	51.0	48.5

Note: **Green** text denotes target met  
**Red** text denotes target not met

<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 Days Lost per Staff Year by Department

Table 8 shows the NICS performance against its overall target, broken down by Department. Five Departments, comprising over 40% of the NICS, achieved their individual target, while the remaining eight Departments fell short. Particularly good progress was made in DSD and DHSSPS.

**Table 8**

#### Days Lost per Staff Year

Department	2009/2010 (Base Year) <sup>1</sup>	2010/2011		2011/2012		2012/2013	2013/2014	2014/2015
		Actual	Target	Actual	Target	Target	Target	Target
DARD	9.3	8.5	8.9	8.0	8.5	8.2	7.8	7.5
DCAL	6.5	7.5	6.5	8.0	6.5	6.5	6.5	6.5
DE	10.5	8.3	9.9	7.9	9.4	8.8	8.3	7.8
DEL	10.7	10.6	10.1	11.4	9.5	8.9	8.4	7.9
DETI	8.3	8.1	8.1	7.3	7.9	7.8	7.6	7.5
DFP	10.3	9.5	9.7	9.3	9.1	8.6	8.1	7.6
DHSSPS	9.4	8.5	9.0	7.1	8.6	8.2	7.8	7.5
DOE	10.1	9.2	9.5	9.8	9.0	8.5	8.0	7.5
DOJ	12.3 <sup>2</sup>	12.9	11.6	12.6	11.0	10.3	9.7	9.2
DRD	8.2	8.5	8.0	8.2	7.9	7.8	7.6	7.5
DSD	14.4	13.4	13.6	11.1	12.8	12.1	11.4	10.7
OFMDFM	8.4	5.4	8.2	8.7	8.0	7.8	7.7	7.5
PPS	9.0 <sup>2</sup>	10.2	8.7	9.8	8.4	8.1	7.8	7.5
<b>NICS Overall</b>	<b>11.2</b>	<b>10.7</b>	<b>10.5</b>	<b>10.1</b>	<b>10.0</b>	<b>9.5</b>	<b>9.0</b>	<b>8.5</b>

Note: **Green** text denotes target met  
**Red** text denotes target not met

<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 12th April 2010, was used to calculate the Base Year figure.

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

The NICS fell short of its overall target for long-term Frequency Rate (11.0% compared with a target of 10.4%). At Departmental level, six Departments comprising over 50% of the NICS, achieved their individual target.

Table 9

### Long-term Frequency

Department	2009/2010 (Base Year) <sup>1</sup>	2010/2011		2011/2012		2012/2013	2013/2014	2014/2015
		Actual	Target	Actual	Target	Target	Target	Target
DARD	9.3	9.2	9.0	8.3	8.8	8.5	8.2	8.0
DCAL	7.0	8.7	6.8	6.8	6.6	6.4	6.2	6.0
DE	10.7	8.7	10.4	9.4	10.0	9.7	9.4	9.2
DEL	10.3	11.2	10.0	13.3	9.7	9.4	9.1	8.9
DETI	8.8	8.4	8.6	6.7	8.3	8.1	7.8	7.6
DFP	10.0	9.9	9.7	9.3	9.4	9.1	8.8	8.6
DHSSPS	9.4	7.9	9.1	7.1	8.9	8.6	8.3	8.1
DOE	9.3	9.5	9.0	10.2	8.7	8.5	8.2	8.0
DOJ	14.4	15.2	13.9	15.3	13.5	13.1	12.7	12.3
DRD	8.4	8.6	8.2	8.9	7.9	7.7	7.4	7.2
DSD	14.3	13.5	13.9	12.1	13.5	13.1	12.7	12.3
OFMDFM	7.7	5.6	7.4	8.5	7.2	7.0	6.8	6.6
PPS	8.9 <sup>4</sup>	10.2	8.6	9.5	8.3	8.1	7.8	7.6
<b>NICS Overall</b>	<b>11.4</b>	<b>11.3</b>	<b>10.7</b>	<b>11.0</b>	<b>10.4</b>	<b>10.1</b>	<b>9.8</b>	<b>9.5</b>

Note: **Green** text denotes target met  
**Red** text denotes target not met

<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 working 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 12th April 2010, was used to calculate the Base Year figure.

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

Despite achieving an overall improvement in the average duration of long-term absence from 61.2 days to 58.6 days, the overall NICS target of 56.5 days was not achieved. Only four of the 13 Departments met their individual target.

Table 10

### Long-term Duration

Department	2009/2010 (Base Year) <sup>1</sup>	2010/2011		2011/2012		2012/2013	2013/2014	2014/2015
		Actual	Target	Actual	Target	Target	Target	Target
DARD	68.5	64.5	65.1	64.4	61.8	58.7	55.8	53.0
DCAL	47.5	52.7	45.1	68.8	42.8	40.7	38.7	36.7
DE	64.7	54.0	61.5	52.5	58.4	55.5	52.7	50.1
DEL	62.7	59.5	59.6	53.9	56.6	53.8	51.1	48.5
DETI	57.2	59.0	54.3	57.6	51.6	49.0	46.6	44.2
DFP	61.9	58.9	58.8	58.2	55.8	53.0	50.4	47.9
DHSSPS	62.9	65.2	59.8	57.5	56.8	54.0	51.3	48.7
DOE	73.0	64.6	69.4	64.5	65.9	62.6	59.5	56.5
DOJ	57.2	57.8	54.3	57.4	51.6	49.0	46.6	44.2
DRD	63.9	67.8	60.7	66.5	57.7	54.8	52.1	49.5
DSD	61.6	62.0	58.5	55.5	55.6	52.8	50.1	47.6
OFMDFM	72.5	61.1	68.9	72.1	65.5	62.2	59.1	56.1
PPS	59.4 <sup>4</sup>	55.9	56.5	58.8	53.7	51.0	48.4	46.0
<b>NICS Overall</b>	<b>62.5</b>	<b>61.2</b>	<b>59.5</b>	<b>58.6</b>	<b>56.5</b>	<b>53.7</b>	<b>51.0</b>	<b>48.5</b>

Note: **Green** text denotes target met  
**Red** text denotes target not met

<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 working 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 12th April 2010, was used to calculate the Base Year figure.





**Appendix 1  
Data Quality**



## Data Quality

### Relevance

This report covers sickness absences during the 2011/2012 financial year that were recorded on HRConnect (the 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 the parts of the Department of Justice that are not held on HRConnect, namely: Northern Ireland Courts and Tribunals Service (data taken from their CYBORG-HRMS system); 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 last five years are also included along with progress against relevant sickness absence targets.

### Accuracy

Sickness absence records for all staff held on HRConnect and COMPASS were extracted five weeks after the end of the financial year reporting period; this allowed for the updating of absence records and personnel moves. Absence records for staff in NICTS and YJA were extracted on a monthly basis a week after the end of each month of the 2011/2012 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.

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

### Timeliness and Punctuality

The report relates to the 2011/2012 financial year and was published on 29th November 2012. It had been planned to publish in October 2012 but this was delayed for a couple of reasons: the need to integrate absences that were recorded on the Northern Ireland Courts and Tribunals Service, Northern Ireland Prison Service, and Youth Justice Agency HR systems; and work associated with revising the 2010/2011 analyses to include sickness absence information for the Northern Ireland Prison Service.

### Accessibility and Clarity

No issues relating to accessibility or clarity were received during a stakeholder consultation process in November 2009. The report contains contact details for further information and is available to download through the NISRA website.

### Coherence and Comparability

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 the analyses for 2011/2012.

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.

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) codes. 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.

**Trade-offs between Output Quality and Components**

No trade-offs applied.

**Assessment of User Needs and Perceptions**

A user consultation undertaken in November 2009 received positive feedback on the annual publication. A request for the report to include analyses by disability was not able to be met at this time.

**Performance, Cost and Respondent Burden**

There is no respondent burden since the data are held on an administrative system and extracted using an automated process.

**Confidentiality, Transparency and Security**

Suppression is applied where the number of cases 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.

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.

## Appendix 2 Calculations



## 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 **220** 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:

$$\begin{aligned} \text{Total Number of working days lost} &= 30 \\ \text{Total Number of Staff Years} &= 1 + 0.5 = 1.5 \end{aligned}$$

$$\text{Working Days Lost per Staff Year} = \frac{30}{1.5} = 20$$

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**



## Tables Relating to Chapter 1

**Table 1: Department by Grade Level**

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	No. of Days Lost per Staff Year								
	G7+	DP	SO	EOI	EOII	AO	AA	Industrial	Prison Grade
DARD	5.6	5.5	6.9	7.7	7.8	8.5	12.2	9.8	n/a
DCAL	1.5	14.5	10.0	5.3	4.1	3.3	10.1	n/a	n/a
DE	4.1	9.1	6.8	4.4	8.7	12.9	7.1	n/a	n/a
DEL	1.4	4.8	10.4	10.1	13.4	13.1	7.8	n/a	n/a
DETI	3.1	2.6	6.9	8.0	12.4	9.8	7.7	n/a	n/a
DFP	5.7	6.6	7.0	8.4	9.9	12.6	13.4	21.9	n/a
DHSSPS	4.1	8.3	6.1	12.5	4.9	6.5	11.4	n/a	n/a
DOE	4.4	6.1	8.9	7.5	11.1	12.1	14.5	15.7	n/a
DOJ	5.7	7.9	8.9	6.3	9.7	10.5	11.7	24.7	17.0
DRD	1.7	2.9	4.9	6.8	12.8	9.6	7.6	12.5	n/a
DSD	4.7	5.7	8.6	9.2	10.1	12.4	13.8	n/a	n/a
OFMDFM	8.4	10.4	9.1	6.2	3.8	8.7	20.9	n/a	n/a
PPS	3.9	9.0	3.7	2.2	9.6	13.2	13.3	n/a	n/a
<b>NICS Overall</b>	<b>4.8</b>	<b>6.3</b>	<b>7.8</b>	<b>8.2</b>	<b>10.2</b>	<b>11.8</b>	<b>12.4</b>	<b>12.0</b>	<b>17.0</b>

n/a: No cases recorded

**Table 2: Absence Levels by Occupational Grouping**

Occupational Groupings with more than 200 staff

Occupational Grouping	Days Lost per Staff Year	
	2010/2011	2011/2012
Prison Grade	16.0	17.0
Industrial	11.8	11.7
General Service	11.6	10.5
Support Grade Staff	9.6	10.4
Typists	11.3	9.4
Statisticians	6.6	9.0
Driving Examiners	9.0	8.9
Drawing Officers	8.0	8.5
Planning	6.2	8.1
Other	8.1	7.4
Agricultural Inspectors	6.0	5.8
Scientific Officers	7.9	5.7
Computing	5.8	5.7
Civil Eng (inc assistants)	4.6	5.0

Note: **Green** text denotes a reduction from the previous financial year  
**Red** text denotes an increase from the previous financial year

## Appendix 3

Table 3: Certification by Department

Department	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
DARD	1.4	5.9	8.0	0.7	2.7	3.6
DCAL	1.8	5.9	8.0	0.8	2.7	3.6
DE	1.8	5.8	7.9	0.8	2.6	3.6
DEL	3.1	7.1	11.4	1.4	3.3	5.2
DETI	1.8	5.3	7.3	0.8	2.4	3.3
DFP	2.5	6.3	9.3	1.1	2.9	4.2
DHSSPS	1.8	5.0	7.1	0.8	2.3	3.2
DOE	2.5	6.7	9.8	1.1	3.0	4.5
DOJ	1.2	10.2	12.6	0.6	4.6	5.7
DRD	1.5	6.3	8.2	0.7	2.9	3.7
DSD	3.4	6.7	11.1	1.6	3.1	5.1
OFMDFM	1.4	6.4	8.7	0.6	2.9	4.0
PPS	2.9	6.8	9.8	1.3	3.1	4.4
<b>NICS Overall</b>	<b>2.3</b>	<b>7.0</b>	<b>10.1</b>	<b>1.1</b>	<b>3.2</b>	<b>4.6</b>

Table 4: Certification by Grade Level

Grade Level	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
G5+	0.5	2.3	2.9	0.2	1.0	1.3
G6	0.7	2.3	3.4	0.3	1.0	1.5
G7	0.6	4.6	5.6	0.3	2.1	2.5
DP	1.2	4.8	6.3	0.5	2.2	2.9
SO	1.6	5.6	7.8	0.7	2.5	3.5
EOI	2.1	5.4	8.2	1.0	2.5	3.7
EOII	2.8	6.9	10.2	1.3	3.1	4.7
AO	3.3	7.7	11.8	1.5	3.5	5.3
AA	3.3	7.9	12.4	1.5	3.6	5.6
Industrials	2.4	9.0	12.0	1.1	4.1	5.5
Prison Grade	1.0	13.7	17.0	0.5	6.4	8.0
<b>NICS Overall</b>	<b>2.3</b>	<b>7.0</b>	<b>10.1</b>	<b>1.1</b>	<b>3.2</b>	<b>4.6</b>

Table 5: Certification by Gender

Gender	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
Male	1.9	5.9	8.4	0.9	2.7	3.8
Female	2.8	8.3	11.9	1.3	3.8	5.4
<b>NICS Overall</b>	<b>2.3</b>	<b>7.0</b>	<b>10.1</b>	<b>1.1</b>	<b>3.2</b>	<b>4.6</b>

Table 6: Certification by Age Group

Age Group	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
16-24	3.2	5.7	9.4	1.4	2.5	4.2
25-34	3.0	6.6	10.3	1.3	3.0	4.7
35-44	2.3	6.8	9.8	1.1	3.1	4.5
45-54	1.9	6.8	9.5	0.9	3.1	4.4
55+	2.2	8.4	11.4	1.0	3.8	5.2
<b>NICS Overall</b>	<b>2.3</b>	<b>7.0</b>	<b>10.1</b>	<b>1.1</b>	<b>3.2</b>	<b>4.6</b>

## Appendix 3

Table 7: Certification by Department in 2010/2011

Department	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
DARD	1.4	6.6	8.5	0.7	3.0	3.9
DCAL	1.6	5.6	7.5	0.7	2.5	3.4
DE	1.8	5.9	8.3	0.8	2.7	3.8
DEL	3.2	6.8	10.6	1.4	3.1	4.8
DETI	1.5	6.2	8.1	0.7	2.8	3.7
DFP	2.4	6.7	9.5	1.1	3.1	4.3
DHSSPS	1.7	6.0	8.5	0.8	2.7	3.8
DOE	2.0	6.4	9.2	0.9	2.9	4.2
DOJ	1.3	9.5	12.9	0.6	4.3	5.8
DRD	2.0	5.6	8.5	0.9	2.6	3.9
DSD	3.7	8.3	13.4	1.7	3.8	6.1
OFMDFM	1.0	4.3	5.4	0.5	1.9	2.4
PPS	1.6	8.2	10.2	0.7	3.7	4.6
<b>NICS Overall</b>	<b>2.4</b>	<b>7.3</b>	<b>10.7</b>	<b>1.1</b>	<b>3.3</b>	<b>4.9</b>

Table 8: Certification by Grade Level in 2010/2011

Grade Level	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
G5+	0.3	5.0	5.4	0.1	2.2	2.4
G6	0.3	3.5	3.8	0.1	1.5	1.7
G7	0.8	3.9	4.9	0.4	1.8	2.2
DP	1.3	5.0	6.7	0.6	2.3	3.0
SO	1.4	5.7	7.6	0.7	2.6	3.5
EOI	2.3	6.6	9.5	1.0	3.0	4.3
EOII	2.8	7.6	11.3	1.3	3.5	5.1
AO	3.3	8.7	13.1	1.5	3.9	5.9
AA	3.4	7.8	12.5	1.5	3.5	5.6
Industrials	2.3	8.1	11.8	1.1	3.7	5.3
Prison Grade	0.9	10.9	16.0	0.4	5.1	7.5
<b>NICS Overall</b>	<b>2.4</b>	<b>7.3</b>	<b>10.7</b>	<b>1.1</b>	<b>3.3</b>	<b>4.9</b>

Table 9: Certification by Gender in 2010/2011

Gender	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
Male	1.9	5.8	8.7	0.9	2.6	3.9
Female	2.9	9.1	13.1	1.3	4.1	5.9
<b>NICS Overall</b>	<b>2.4</b>	<b>7.3</b>	<b>10.7</b>	<b>1.1</b>	<b>3.3</b>	<b>4.9</b>

Table 10: Certification by Age Group in 2010/2011

Age Group	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
16-24	3.2	6.1	10.0	1.4	2.7	4.4
25-34	2.9	6.5	10.1	1.3	2.9	4.6
35-44	2.4	7.5	11.0	1.1	3.4	5.0
45-54	2.0	7.4	10.5	0.9	3.4	4.8
55+	2.0	8.5	12.0	0.9	3.9	5.4
<b>NICS Overall</b>	<b>2.4</b>	<b>7.3</b>	<b>10.7</b>	<b>1.1</b>	<b>3.3</b>	<b>4.9</b>

## Appendix 3

Table 11: % of Available Working Days Lost by Department

Department	% of Available Working Days Lost					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
DARD	5.0	5.0	3.5	3.9	3.9	3.6
DCAL	4.8	5.2	3.3	3.1	3.4	3.6
DE	5.5	5.4	4.1	4.7	3.8	3.6
DEL	6.6	6.2	5.0	4.8	4.8	5.2
DETI	4.5	3.4	3.3	3.7	3.7	3.3
DFP	5.6	5.2	4.9	4.6	4.3	4.2
DHSSPS	5.1	4.7	3.6	4.2	3.8	3.2
DOE	5.2	5.0	4.3	4.4	4.2	4.5
DOJ	n/a	n/a	n/a	n/a	5.8	5.7
DRD	4.2	4.1	3.6	3.0	3.9	3.7
DSD	8.4	7.6	6.5	6.5	6.1	5.1
OFMDFM	4.8	4.4	3.1	3.4	2.4	4.0
PPS	n/a	n/a	n/a	n/a	4.6	4.4
<b>NICS Overall</b>	<b>6.2</b>	<b>5.8</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.6</b>

Table 12: % of Available Working Days Lost by Grade Level

Grade Level	% of Available Working Days Lost					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
G5+	1.8	1.4	2.2	1.6	2.4	1.3
G6	2.1	2.1	1.6	0.9	1.7	1.5
G7	3.0	3.0	2.1	2.2	2.2	2.5
DP	3.6	3.4	2.8	3.0	3.0	2.9
SO	4.0	4.0	3.4	3.2	3.5	3.5
EOI	4.6	4.7	4.0	4.2	4.3	3.7
EOII	6.9	6.5	5.3	5.6	5.1	4.7
AO	8.5	7.9	6.7	6.7	5.9	5.3
AA	7.9	7.1	6.5	6.1	5.6	5.6
Industrial	n/a	n/a	n/a	n/a	5.3	5.5
Prison Grade	n/a	n/a	n/a	n/a	7.5	8.0
<b>NICS Overall</b>	<b>6.2</b>	<b>5.8</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.6</b>

Table 13: % of Available Working Days Lost by Gender

Gender	% of Available Working Days Lost					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
Male	4.4	4.2	3.5	3.5	3.9	3.8
Female	8.0	7.5	6.4	6.4	5.9	5.4
<b>NICS Overall</b>	<b>6.2</b>	<b>5.8</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.6</b>

Table 14: % of Available Working Days Lost by Age Group

Age Group	% of Available Working Days Lost					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
16-24	6.3	5.7	4.6	5.1	4.4	4.2
25-34	6.7	6.2	5.2	5.0	4.6	4.7
35-44	5.8	5.6	4.6	4.8	5.0	4.5
45-54	5.8	5.4	4.8	4.9	4.8	4.4
55+	6.9	6.8	5.7	5.1	5.4	5.2
<b>NICS Overall</b>	<b>6.2</b>	<b>5.8</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.6</b>

Note: **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**





## Seasonal Effects on the Onset of Absence

The following tables examine seasonal effects on the onset of sickness absence during the financial year 2011/2012.

**Table 1: Onset of Absence by Month**

Month	% of Spells Starting in Month		
	Self-Certified	Certified	Overall
April	5.7	6.5	<b>5.9</b>
May	7.2	9.3	<b>7.6</b>
June	7.5	8.5	<b>7.8</b>
July	5.1	7.0	<b>5.6</b>
August	6.9	8.0	<b>7.2</b>
September	8.3	9.9	<b>8.7</b>
October	10.2	9.9	<b>10.1</b>
November	10.3	8.8	<b>9.9</b>
December	8.8	6.8	<b>8.3</b>
January	11.2	9.5	<b>10.9</b>
February	9.5	8.2	<b>9.1</b>
March	9.2	7.6	<b>8.8</b>

**Table 2: Onset of Anxiety/Stress/Depression/Other Psychiatric Illnesses by Month**

Month	% of Spells Starting in Month
April	7.6
May	8.8
June	8.7
July	6.7
August	7.2
September	10.1
October	10.5
November	8.7
December	6.7
January	8.1
February	8.2
March	8.7

**Table 3: Onset of Absence by Weekday**

Weekday	% of Spells Starting on Weekday		
	Self-Certified	Certified	Overall
Sunday	0.3	0.9	<b>0.5</b>
Monday <sup>1</sup>	32.7	32.9	<b>32.8</b>
Tuesday	23.1	20.8	<b>22.3</b>
Wednesday	17.6	17.2	<b>17.6</b>
Thursday	16.5	15.3	<b>16.0</b>
Friday	9.1	11.5	<b>9.8</b>
Saturday	0.7	1.5	<b>0.9</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**  
**Illustrative Standardised Departmental Absence Levels**

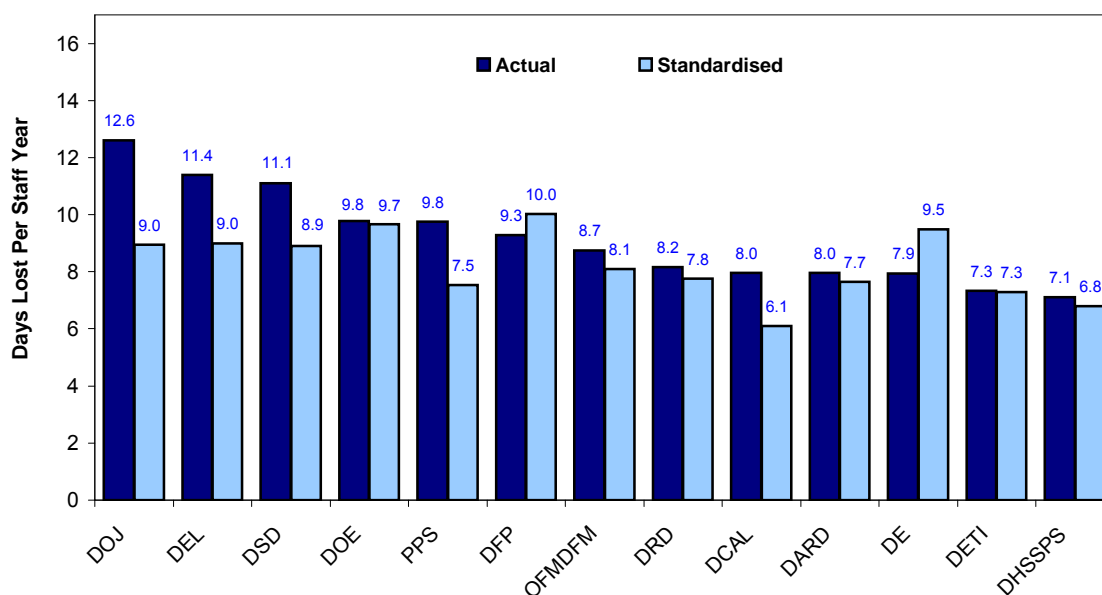


## Illustrative Standardised Departmental Absence Levels

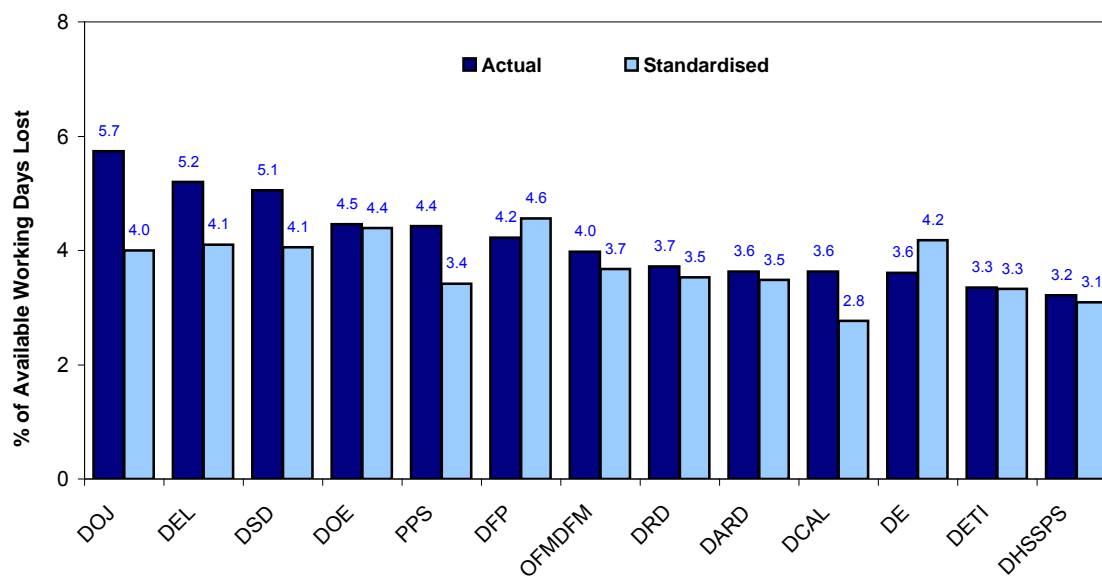
The following figures show the extent to which a Department's staffing profile can influence its overall absence level. In Figures 1 and 2 below, the staffing profile of each Department has been standardised by grade level, gender and age group to that of the NICS as a whole.

It should be noted that in previous reports 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. For information the 2010/2011 figures, standardised on the same basis, are presented on the following page.

**Figure 1: Working Days Lost Per Staff Year**



**Figure 2: % of Available Working Days Lost**



## Appendix 5

## Illustrative Standardised Departmental Absence Levels - 2010/2011

In Figures 3 and 4 below, the 2010/2011 staffing profile of each Department has been standardised by grade level, gender and age group to that of the NICS as a whole in 2010/2011.

Figure 3: Working Days Lost Per Staff Year in 2010/2011

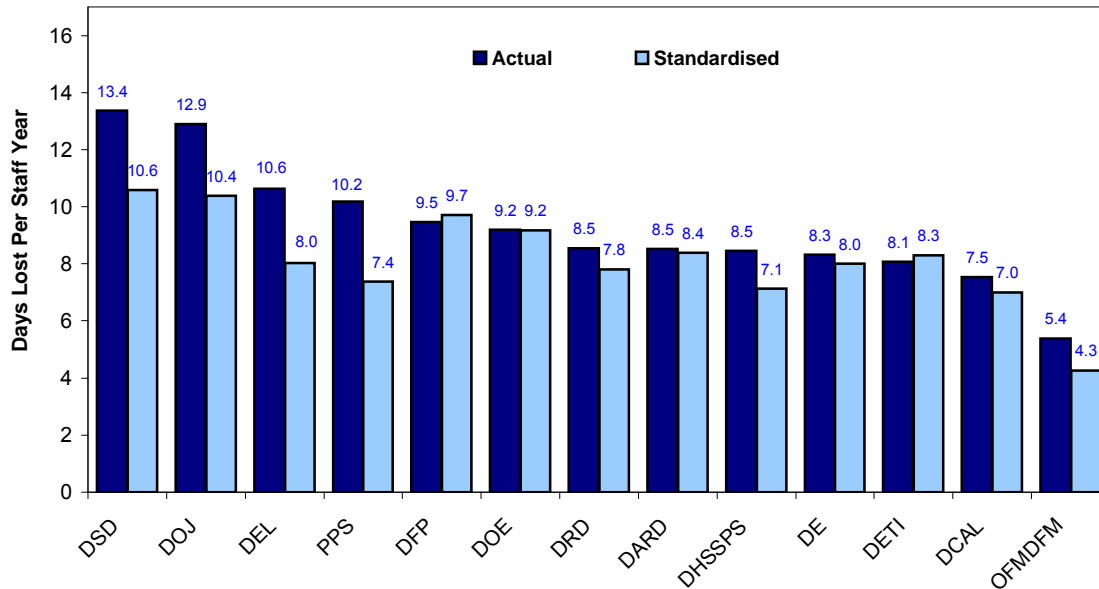
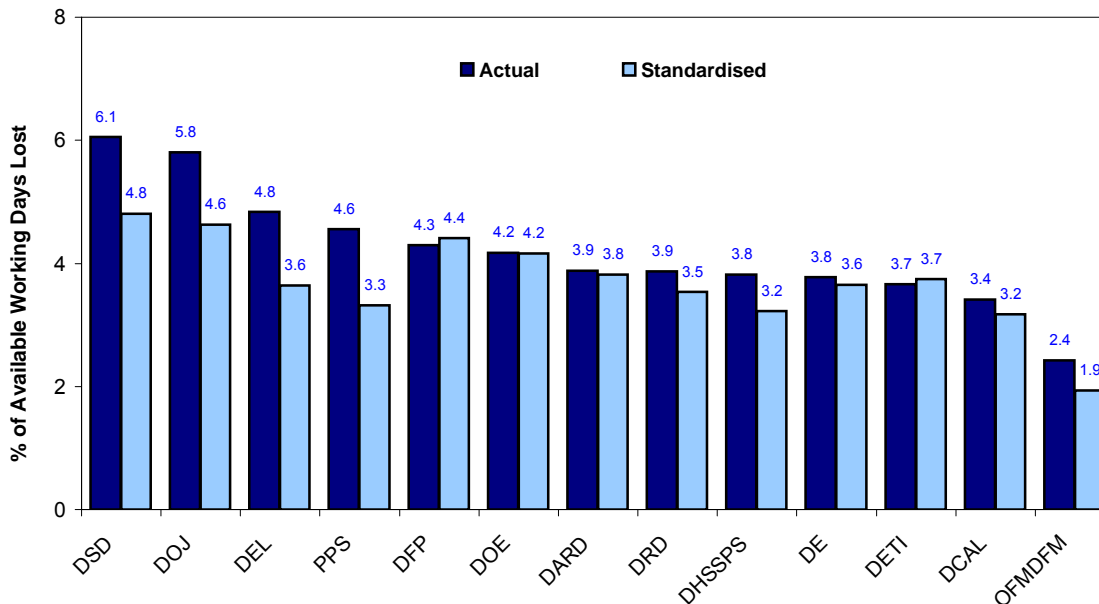


Figure 4: % of Available Working Days Lost in 2010/2011



**Appendix 6**  
**Tables Relating to Chapter 2**





## Tables Relating to Chapter 2

Table 1: 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+	0.1	5.2	0.1	33.3	0.2	16.0
G6	0.2	3.7	0.1	40.4	0.3	12.5
G7	0.2	3.1	0.1	34.6	0.4	15.3
DP	0.3	3.9	0.2	30.3	0.5	12.7
SO	0.4	4.3	0.2	34.2	0.6	13.3
EOI	0.4	5.3	0.2	31.3	0.6	13.3
EOII	0.6	4.8	0.2	32.3	0.8	12.1
AO	0.7	4.6	0.2	32.2	1.0	11.4
AA	0.7	4.6	0.3	31.5	1.1	11.7
Industrial	0.3	7.6	0.2	42.1	0.6	20.6
Prison Grade	0.3	3.9	0.4	39.0	0.7	24.7
<b>NICS Overall</b>	<b>0.5</b>	<b>4.7</b>	<b>0.2</b>	<b>33.4</b>	<b>0.8</b>	<b>13.1</b>

Table 2: 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	4.6	0.2	35.8	0.6	13.4
Female	0.6	4.8	0.3	31.6	0.9	12.9
<b>NICS Overall</b>	<b>0.5</b>	<b>4.7</b>	<b>0.2</b>	<b>33.4</b>	<b>0.8</b>	<b>13.1</b>

Table 3: 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	0.9	3.5	0.2	24.1	1.3	7.5
25-34	0.7	4.0	0.2	29.2	1.1	9.8
35-44	0.5	4.6	0.2	33.3	0.8	12.7
45-54	0.4	5.3	0.2	34.7	0.6	15.5
55+	0.3	6.6	0.2	39.0	0.6	19.5
<b>NICS Overall</b>	<b>0.5</b>	<b>4.7</b>	<b>0.2</b>	<b>33.4</b>	<b>0.8</b>	<b>13.1</b>

## Appendix 6

Table 4: Number of Absence Spells - % of Staff

Number of Absence Spells	% of Staff					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
0	40.7	43.1	49.8	50.1	51.8	53.7
1	32.7	32.8	31.9	31.6	31.9	30.7
2	17.3	15.7	12.9	12.6	11.8	11.2
3	6.0	5.4	3.7	4.0	3.2	3.1
4	1.9	1.6	1.0	1.0	0.8	0.7
5	0.7	0.7	0.4	0.4	0.3	0.3
6+	0.7	0.6	0.3	0.4	0.3	0.3

Table 5: Duration of Absence Spells - % of Spells

Duration of Absence Spells (Working Days)	% of Spells					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
1-2	37.1	37.2	34.5	33.0	31.3	31.6
3-5	34.7	35.7	36.5	37.5	36.9	36.3
6-10	7.4	7.1	7.7	8.5	8.3	8.3
11-20	7.1	6.9	7.1	6.9	7.7	7.8
More than 20	13.5	13.1	14.2	14.1	15.8	15.9

Table 6: Average Duration of Short-term Absence Spells - Working Days

Department	Working Days					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
DARD	4.3	4.3	4.3	4.6	4.5	4.5
DCAL	3.8	3.8	4.0	4.1	4.1	4.0
DE	3.8	3.8	3.8	4.3	4.4	4.2
DEL	4.4	4.4	4.5	4.5	4.5	4.8
DETI	4.2	4.0	3.8	4.2	4.1	4.5
DFP	3.8	3.9	4.2	4.4	4.2	4.3
DHSSPS	3.7	3.6	4.0	4.2	4.3	4.2
DOE	4.1	3.8	3.9	4.4	4.5	4.7
DOJ	n/a	n/a	n/a	n/a	5.0	5.0
DRD	4.4	4.3	4.2	4.5	4.6	4.7
DSD	4.4	4.3	4.5	4.4	4.4	4.2
OFMDFM	4.0	4.0	4.2	4.1	4.0	4.7
PPS	n/a	n/a	n/a	n/a	5.2	4.5
<b>NICS Overall</b>	<b>4.2</b>	<b>4.1</b>	<b>4.3</b>	<b>4.4</b>	<b>4.5</b>	<b>4.5</b>

Note: **Green** text denotes a reduction from the previous financial year  
**Red** text denotes an increase from the previous financial year

## Appendix 6

Table 7: Distribution of Working Days Lost

Cumulative Number of Working Days Lost	% of Staff	
	2010/2011	2011/2012
0	51.8	53.7
1-5	23.1	22.2
6-10	8.1	7.7
11-15	3.1	2.8
16-20	2.1	1.9
More than 20	11.8	11.7

Table 8: Duration of Absence in Working Days Lost

Duration of Absence (Working Days)	% of Working Days Lost	
	2010/2011	2011/2012
1-2	3.6	3.7
3-5	10.7	10.7
6-10	5.0	5.2
11-20	8.7	9.1
More than 20	72.0	71.3

Table 9: Number of Absence Spells by Department - % of Staff

Number of Absence Spells	% of Staff													
	DARD	DCAL	DE	DEL	DETI	DFP	DHSSPS	DOE	DOJ	DRD	DSD	OFMDFM	PPS	NICS Overall
0	64.4	57.1	57.1	51.1	56.0	52.3	61.5	57.9	52.6	65.8	46.6	65.9	49.7	53.7
1	26.8	27.6	29.3	32.3	30.1	29.8	24.1	28.9	32.9	25.6	33.2	24.9	31.8	30.7
2	6.4	10.9	10.2	12.0	9.6	12.2	9.8	9.8	11.2	6.7	14.1	7.7	12.8	11.2
3	1.8	2.5	3.1	3.5	3.9	3.9	2.7	2.5	2.4	1.4	4.2	1.0	4.0	3.1
4	0.3	0.9	0.2	0.5	0.2	1.0	1.0	0.6	0.7	0.4	1.0	0.3	0.7	0.7
5	0.2	0.3	0.2	0.3	0.0	0.4	0.3	0.1	0.1	0.2	0.4	0.0	0.5	0.3
6+	0.1	0.6	0.0	0.4	0.2	0.4	0.4	0.1	0.1	0.0	0.6	0.3	0.5	0.3

Note: **Green** text denotes a reduction from the previous financial year  
**Red** text denotes an increase from the previous financial year

Figure 1: Absence Spells by Certification in 2010/2011

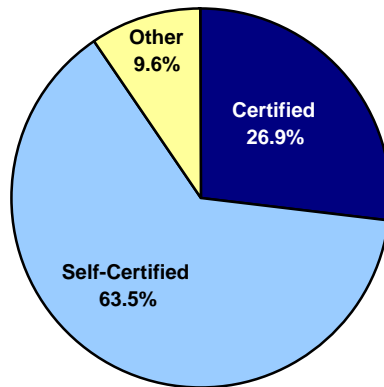
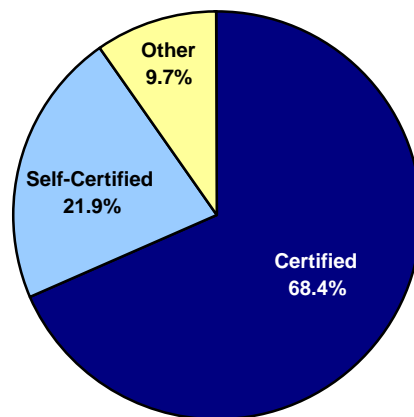


Figure 2: Working Days Lost by Certification in 2010/2011



**Appendix 7**  
**Tables Relating to Chapter 3**



## Tables Relating to Chapter 3

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

Reason for Absence	% of Available Working Days Lost		
	Self-Certified	Certified	Overall
Anxiety/Stress/Depression/Other Psychiatric Illnesses	0.1	1.1	1.3
Asthma	0.0	0.0	0.0
Back Problems	0.1	0.2	0.3
Benign and Malignant Tumours, Cancers	0.0	0.1	0.2
Blood Disorders	0.0	0.0	0.0
Burns, Poisoning, Frostbite, Hypothermia	0.0	0.0	0.0
Chest and Respiratory Problems	0.1	0.1	0.2
Cold, Cough, Flu, Influenza	0.2	0.0	0.2
Dental and Oral Problems	0.0	0.0	0.0
Ear, Nose, Throat	0.1	0.1	0.1
Endocrine/Glandular Problems	0.0	0.0	0.0
Eye Problems	0.0	0.0	0.0
Gastrointestinal Problems	0.2	0.2	0.4
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	0.1	0.2
Infectious Diseases	0.0	0.0	0.0
Injury, Fracture	0.1	0.3	0.4
Nervous System Disorders	0.0	0.0	0.1
Other Known Causes - Not Elsewhere Classified	0.0	0.2	0.2
Other Musculoskeletal Problems	0.0	0.2	0.3
Pregnancy Related Disorders	0.1	0.2	0.3
Skin Disorders	0.0	0.0	0.0
Substance Abuse	0.0	0.0	0.0
No Reason Specified	0.0	0.0	0.1
<b>NICS Overall</b>	<b>1.1</b>	<b>3.2</b>	<b>4.6</b>

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

Table 2: % of Absence Spells by Reason for Absence<sup>1</sup>

Reason for Absence	% of Spells			
	2008/2009	2009/2010	2010/2011	2011/2012
Anxiety/Stress/Depression/Other Psychiatric Illnesses	8.0	9.3	10.4	10.7
Asthma	0.4	0.3	0.3	0.3
Back Problems	3.6	3.9	5.0	5.2
Benign and Malignant Tumours, Cancers	0.5	0.6	0.8	0.9
Blood Disorders	0.4	0.5	0.4	0.4
Burns, Poisoning, Frostbite, Hypothermia	0.2	0.2	0.2	0.1
Chest and Respiratory Problems	5.1	4.4	5.3	5.1
Cold, Cough, Flu, Influenza	24.2	27.4	23.0	19.8
Dental and Oral Problems	0.8	0.8	0.9	0.9
Ear, Nose, Throat	3.4	4.7	4.5	5.2
Endocrine/Glandular Problems	0.4	0.5	0.4	0.4
Eye Problems	0.7	0.8	0.9	1.0
Gastrointestinal Problems	16.4	17.9	18.0	19.3
Genitourinary and Gynaecological Disorders	1.5	2.0	2.2	2.6
Headache/Migraine	2.6	3.2	2.7	2.9
Heart, Cardiac and Circulatory Problems	1.1	1.1	1.5	1.4
Infectious Diseases	2.9	0.6	0.5	0.6
Injury, Fracture	4.6	4.1	5.7	5.3
Nervous System Disorders	0.6	0.7	0.7	0.6
Other Known Causes - Not Elsewhere Classified	n/a	n/a	1.2	3.6
Other Musculoskeletal Problems	1.7	2.5	2.9	3.3
Pregnancy Related Disorders	6.1	7.1	6.1	7.9
Skin Disorders	0.5	0.6	0.6	0.6
Substance Abuse	0.1	0.1	0.2	0.1
No Reason Specified	14.4	6.7	5.6	2.0
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Note: **Green** text denotes a reduction from the previous financial year  
**Red** text denotes an increase from the previous financial year

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



Table 3: % of Working Days Lost by Reason for Absence<sup>1</sup>

Reason for Absence	% of Working Days Lost			
	2008/2009	2009/2010	2010/2011	2011/2012
Anxiety/Stress/Depression/Other Psychiatric Illnesses	26.7	30.5	29.8	29.0
Asthma	0.4	0.3	0.2	0.2
Back Problems	4.1	4.7	6.3	6.5
Benign and Malignant Tumours, Cancers	2.6	3.7	3.5	4.0
Blood Disorders	1.0	1.2	0.7	0.6
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.1	0.1	0.1
Chest and Respiratory Problems	2.8	3.2	3.1	3.4
Cold, Cough, Flu, Influenza	7.1	9.3	6.3	5.3
Dental and Oral Problems	0.2	0.2	0.2	0.2
Ear, Nose, Throat	1.7	2.4	2.1	2.5
Endocrine/Glandular Problems	0.8	0.5	0.6	0.5
Eye Problems	0.6	0.9	0.8	0.9
Gastrointestinal Problems	6.1	7.5	6.6	7.7
Genitourinary and Gynaecological Disorders	1.6	2.8	2.9	3.0
Headache/Migraine	0.9	1.1	1.1	1.1
Heart, Cardiac and Circulatory Problems	3.0	3.0	4.0	3.5
Infectious Diseases	1.5	0.4	0.4	0.4
Injury, Fracture	6.4	6.0	9.8	9.1
Nervous System Disorders	1.1	1.7	1.9	1.3
Other Known Causes - Not Elsewhere Classified	n/a	n/a	1.7	5.0
Other Musculoskeletal Problems	2.8	4.4	4.8	5.8
Pregnancy Related Disorders	7.9	6.8	5.6	6.9
Skin Disorders	0.5	0.7	0.6	0.6
Substance Abuse	0.3	0.3	0.5	0.3
No Reason Specified	20.0	8.3	6.2	2.1
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Note: **Green** text denotes a reduction from the previous financial year  
**Red** text denotes an increase from the previous financial year

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

## Appendix 7

Table 4: Breakdown of Anxiety/Stress/Depression/Other Psychiatric Illnesses

Sub-reason for Absence	% of Working Days Lost	% of Spells
Anxiety	14.7	16.6
Depression - Not Pregnancy Related	15.9	13.1
Stress - Not Work Related	25.3	29.6
Stress - Work Related	26.0	22.6
Other <sup>1</sup>	4.2	4.3
No Reason Specified	13.8	13.7
<b>Anxiety/Stress/Depression/Other Psychiatric Illnesses</b>	<b>100.0</b>	<b>100.0</b>

Table 5: Average Duration by Reason for Absence

Reason for Absence	Average Duration (Working Days)	
	2010/2011	2011/2012
Anxiety/Stress/Depression/Other Psychiatric Illnesses	38.8	35.7
Asthma	8.2	5.8
Back Problems	17.0	16.5
Benign and Malignant Tumours, Cancers	58.9	61.0
Blood Disorders	22.7	20.6
Burns, Poisoning, Frostbite, Hypothermia	5.8	7.7
Chest and Respiratory Problems	8.0	8.9
Cold, Cough, Flu, Influenza	3.7	3.5
Dental and Oral Problems	3.4	3.7
Ear, Nose, Throat	6.2	6.4
Endocrine/Glandular Problems	20.6	15.8
Eye Problems	12.9	11.9
Gastrointestinal Problems	5.0	5.2
Genitourinary and Gynaecological Disorders	17.6	15.0
Headache/Migraine	5.7	4.7
Heart, Cardiac and Circulatory Problems	35.8	32.4
Infectious Diseases	9.6	9.5
Injury, Fracture	23.2	22.5
Nervous System Disorders	35.5	26.0
Other Known Causes - Not Elsewhere Classified	18.8	18.5
Other Musculoskeletal Problems	22.8	23.4
Pregnancy Related Disorders	12.3	11.5
Skin Disorders	14.7	14.0
Substance Abuse	40.7	27.0
No Reason Specified	14.9	13.6

Note: **Green** text denotes a reduction from the previous financial year  
**Red** text denotes an increase from the previous financial year

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

## Appendix 7

Table 6: Reason for Absence by Grade Level in 2010/2011

Reason for Absence	% of Working Days Lost								
	G7+	DP	SO	EOI	EOII	AO	AA	Industrial	Prison Grade
Anxiety/Stress/Depression/Other Psychiatric Illnesses	34.2	29.3	24.8	28.0	29.8	34.0	32.7	14.8	25.3
Asthma	-	0.1	0.1	0.1	0.3	0.2	0.2	-	-
Back Problems	5.1	3.7	5.3	7.9	5.4	5.6	6.2	7.8	10.9
Benign and Malignant Tumours, Cancers	9.9	3.8	4.2	6.9	4.5	2.4	2.8	-	0.9
Blood Disorders	1.1	1.5	0.8	0.9	1.2	0.6	0.5	0.1	-
Burns, Poisoning, Frostbite, Hypothermia	n/a	n/a	-	n/a	0.0	0.1	0.1	0.2	0.1
Chest and Respiratory Problems	2.4	3.5	3.2	4.6	2.9	3.1	2.4	5.0	1.9
Cold, Cough, Flu, Influenza	5.7	7.2	6.8	5.7	6.9	7.2	7.0	3.6	2.5
Dental and Oral Problems	0.0	0.0	0.1	0.1	0.2	0.3	0.4	0.1	0.3
Ear, Nose, Throat	1.1	2.2	2.1	1.5	1.9	3.0	1.6	1.1	0.9
Endocrine/Glandular Problems	-	1.3	0.8	-	1.0	0.5	0.3	1.1	-
Eye Problems	0.6	1.5	0.4	1.0	0.9	1.0	0.3	0.9	0.4
Gastrointestinal Problems	7.2	4.4	9.0	5.6	8.4	7.2	6.4	5.4	2.2
Genitourinary and Gynaecological Disorders	1.2	3.4	4.9	4.1	3.3	2.8	3.3	1.6	0.2
Headache/Migraine	0.3	1.0	1.6	3.2	1.5	0.9	0.6	0.1	0.1
Heart, Cardiac and Circulatory Problems	8.8	9.1	6.9	3.5	4.3	1.9	3.3	5.3	3.6
Infectious Diseases	-	0.3	0.1	0.4	0.4	0.5	0.5	-	0.4
Injury, Fracture	5.7	7.5	6.2	6.8	6.6	7.0	6.6	20.9	32.6
Nervous System Disorders	1.3	3.0	3.0	2.1	2.0	2.0	2.1	0.2	-
Other Known Causes - Not Elsewhere Classified	0.5	0.8	2.6	0.8	1.1	1.0	0.3	1.1	8.3
Other Musculoskeletal Problems	3.7	3.5	5.0	4.2	3.9	4.6	7.5	15.5	1.5
Pregnancy Related Disorders	2.5	4.6	6.3	4.8	6.5	7.1	5.9	n/a	2.4
Skin Disorders	-	0.9	0.5	1.0	0.9	0.4	0.7	0.4	0.6
Substance Abuse	n/a	n/a	-	-	0.7	0.7	0.7	n/a	-
No Reason Specified	7.7	7.4	5.0	6.1	5.4	5.9	7.7	13.0	4.2
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Note: Cells with small numbers of occurrences have been suppressed (-)

n/a: No cases recorded

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

Table 7: Reason for Absence by Gender in 2010/2011

Reason for Absence	% of Working Days Lost	
	Male	Female
Anxiety/Stress/Depression/Other Psychiatric Illnesses	27.7	31.5
Asthma	0.2	0.2
Back Problems	7.9	5.1
Benign and Malignant Tumours, Cancers	2.6	4.3
Blood Disorders	0.8	0.7
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.1
Chest and Respiratory Problems	3.7	2.7
Cold, Cough, Flu, Influenza	7.4	5.5
Dental and Oral Problems	0.3	0.2
Ear, Nose, Throat	1.9	2.2
Endocrine/Glandular Problems	0.5	0.7
Eye Problems	1.0	0.7
Gastrointestinal Problems	7.2	6.2
Genitourinary and Gynaecological Disorders	0.9	4.5
Headache/Migraine	0.9	1.4
Heart, Cardiac and Circulatory Problems	6.2	2.3
Infectious Diseases	0.5	0.3
Injury, Fracture	13.8	6.7
Nervous System Disorders	1.3	2.4
Other Known Causes - Not Elsewhere Classified	2.2	1.4
Other Musculoskeletal Problems	5.3	4.5
Pregnancy Related Disorders	n/a	9.8
Skin Disorders	0.8	0.5
Substance Abuse	0.7	0.3
No Reason Specified	6.6	5.9
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>

n/a: No cases recorded

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

## Appendix 7

Table 8: Reason for Absence by Age Group in 2010/2011

Reason for Absence	% of Working Days Lost				
	16-24	25-34	35-44	45-54	55+
Anxiety/Stress/Depression/Other Psychiatric Illnesses	35.6	29.9	33.9	27.4	26.5
Asthma	-	0.2	0.1	0.2	0.3
Back Problems	5.5	5.5	5.3	7.1	7.5
Benign and Malignant Tumours, Cancers	n/a	0.6	3.3	5.7	4.4
Blood Disorders	-	0.2	0.6	1.5	0.4
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.1	0.0	0.1	0.1
Chest and Respiratory Problems	2.6	2.4	2.3	4.0	4.0
Cold, Cough, Flu, Influenza	9.7	8.9	5.6	5.6	4.4
Dental and Oral Problems	0.5	0.4	0.2	0.1	0.1
Ear, Nose, Throat	5.2	2.8	2.0	1.6	1.3
Endocrine/Glandular Problems	0.3	1.0	0.6	0.5	0.5
Eye Problems	0.8	0.6	0.7	1.2	0.7
Gastrointestinal Problems	9.6	7.8	6.9	6.2	5.0
Genitourinary and Gynaecological Disorders	1.6	1.8	2.8	4.4	1.8
Headache/Migraine	0.8	1.2	1.0	1.0	1.8
Heart, Cardiac and Circulatory Problems	n/a	1.5	2.0	5.0	9.3
Infectious Diseases	0.8	0.4	0.4	0.2	0.7
Injury, Fracture	8.8	7.0	10.1	11.0	10.7
Nervous System Disorders	-	1.0	1.8	3.2	1.1
Other Known Causes - Not Elsewhere Classified	0.6	1.1	1.7	1.9	2.6
Other Musculoskeletal Problems	3.1	3.6	3.9	4.9	8.3
Pregnancy Related Disorders	8.3	15.5	6.9	0.1	n/a
Skin Disorders	0.6	0.7	0.7	0.5	0.7
Substance Abuse	n/a	0.1	0.8	0.6	0.1
No Reason Specified	5.1	5.6	6.3	6.0	7.5
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Note: Cells with small numbers of occurrences have been suppressed (-)

n/a: No cases recorded

<sup>1</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**





## Tables Relating to Chapter 4

Table 1: Long-term Absence by Grade Level

Grade Level	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
G5+	2.7	80.4	76.4
G6	3.5	71.8	75.9
G7	6.2	68.1	76.2
DP	7.5	57.9	68.9
SO	9.5	59.5	72.6
EOI	9.8	59.4	71.3
EOII	12.4	56.7	68.6
AO	14.2	56.0	67.5
AA	14.7	58.8	70.0
Industrial	12.6	77.0	80.9
Prison Grade	24.1	58.3	82.8
<b>NICS Overall</b>	<b>12.2</b>	<b>58.6</b>	<b>71.3</b>

Table 2: Long-term Absence by Gender

Gender	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
Male	9.8	62.2	72.0
Female	15.0	56.0	70.7
<b>NICS Overall</b>	<b>12.2</b>	<b>58.6</b>	<b>71.3</b>

Table 3: Long-term Absence by Age Group

Age Group	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
16-24	10.9	46.2	53.7
25-34	11.9	54.2	62.4
35-44	11.9	57.8	69.9
45-54	12.1	59.3	75.2
55+	13.9	65.7	80.2
<b>NICS Overall</b>	<b>12.2</b>	<b>58.6</b>	<b>71.3</b>

Table 4: Long-term Absence by Grade Level in 2010/2011

Grade Level	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
G5+	4.9	85.6	77.2
G6	4.9	65.7	84.2
G7	5.0	67.7	70.1
DP	7.6	63.8	71.7
SO	9.3	59.0	72.1
EOI	10.0	69.6	73.7
EOII	13.7	58.7	71.6
AO	14.9	59.9	68.3
AA	14.3	61.3	70.5
Industrial	13.8	66.9	78.1
Prison Grade	22.8	58.1	82.5
<b>NICS Overall</b>	<b>12.6</b>	<b>61.2</b>	<b>72.0</b>

Table 5: Long-term Absence by Gender in 2010/2011

Gender	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost to Long-term Absence
Male	10.0	62.0	71.5
Female	15.6	60.7	72.4
<b>NICS Overall</b>	<b>12.6</b>	<b>61.2</b>	<b>72.0</b>

Table 6: Long-term Absence by Age Group in 2010/2011

Age Group	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
16-24	11.0	49.1	54.1
25-34	11.6	53.4	61.0
35-44	13.3	60.4	72.9
45-54	12.4	64.5	76.6
55+	13.9	69.1	80.5
<b>NICS Overall</b>	<b>12.6</b>	<b>61.2</b>	<b>72.0</b>

Table 7: Long-term Absence by Grade Level

Grade	% of Days Lost due to Long-term Absence					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
G5+	66.2	51.7	78.2	77.1	77.2	76.4
G6	55.8	70.3	74.3	61.9	84.2	75.9
G7	60.5	66.6	63.3	72.3	70.1	76.2
DP	65.9	64.7	66.7	71.4	71.7	68.9
SO	67.1	65.1	68.0	68.0	72.1	72.6
EOI	63.8	67.2	70.4	71.3	73.7	71.3
EOII	71.1	72.0	69.3	70.4	71.6	68.6
AO	71.6	71.2	71.9	69.8	68.3	67.5
AA	69.0	67.9	73.1	68.5	70.5	70.0
Industrial	n/a	n/a	n/a	n/a	78.1	80.9
Prison Grade	n/a	n/a	n/a	n/a	82.5	82.8
<b>NICS Overall</b>	<b>69.3</b>	<b>69.4</b>	<b>70.6</b>	<b>70.0</b>	<b>72.0</b>	<b>71.3</b>

Table 8: Long-term Absence by Gender

Gender	% of Days Lost due to Long-term Absence					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
Male	65.1	65.7	66.4	65.4	71.5	72.0
Female	71.7	71.6	72.9	72.6	72.4	70.7
<b>NICS Overall</b>	<b>69.3</b>	<b>69.4</b>	<b>70.6</b>	<b>70.0</b>	<b>72.0</b>	<b>71.3</b>

Table 9: Long-term Absence by Age Group

Age Group	% of Days Lost due to Long-term Absence					
	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
16 - 24	58.8	60.7	55.2	56.0	54.1	53.7
25 - 34	67.1	66.0	65.9	61.5	61.0	62.4
35 - 44	70.0	69.8	69.4	70.2	72.9	69.9
45 - 54	72.8	71.6	75.6	76.3	76.6	75.2
55+	75.4	78.0	81.4	78.5	80.5	80.2
<b>NICS Overall</b>	<b>69.3</b>	<b>69.4</b>	<b>70.6</b>	<b>70.0</b>	<b>72.0</b>	<b>71.3</b>

Note: **Green** text denotes a reduction from the previous financial year  
**Red** text denotes an increase from the previous financial year

Table 10: Long-term Absence by Reason for Absence<sup>1</sup>

Reason for Absence	% of Long-term Working Days Lost			
	2008/2009	2009/2010	2010/2011	2011/2012
Anxiety/Stress/Depression/Other Psychiatric Illnesses	34.2	39.5	37.0	35.8
Asthma	0.3	0.4	-	-
Back Problems	4.1	4.6	6.5	6.6
Benign and Malignant Tumours, Cancers	3.5	5.1	4.7	5.4
Blood Disorders	1.2	1.4	0.8	0.6
Burns, Poisoning, Frostbite, Hypothermia	-	-	-	0.0
Chest and Respiratory Problems	1.3	2.3	1.7	2.3
Cold, Cough, Flu, Influenza	0.9	1.5	0.6	0.6
Dental and Oral Problems	-	-	n/a	-
Ear, Nose, Throat	0.8	1.2	0.9	1.3
Endocrine/Glandular Problems	1.0	0.5	0.7	0.5
Eye Problems	0.5	1.0	0.8	0.7
Gastrointestinal Problems	3.6	5.0	4.1	4.9
Genitourinary and Gynaecological Disorders	1.6	3.0	3.1	3.0
Headache/Migraine	0.7	0.7	0.9	0.7
Heart, Cardiac and Circulatory Problems	3.8	3.8	4.9	4.4
Infectious Diseases	0.9	0.2	0.2	0.2
Injury, Fracture	6.8	6.6	10.8	10.3
Nervous System Disorders	1.4	2.2	2.4	1.6
Other Known Causes - Not Elsewhere Classified	n/a	n/a	1.8	5.3
Other Musculoskeletal Problems	3.1	5.1	5.5	6.7
Pregnancy Related Disorders	8.2	6.3	5.0	5.8
Skin Disorders	0.4	0.6	0.6	0.5
Substance Abuse	0.3	0.3	0.6	0.3
No Reason Specified	21.3	8.7	6.3	2.1
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Note: **Green** text denotes a reduction from the previous financial year  
**Red** text denotes an increase from the previous financial year

Cells with small numbers of occurrences have been suppressed (-)

n/a: No cases recorded

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

Table 11: Number of Long-term Absence Spells in 2010/2011

Number of Long-term Absences	Number of Staff	% of Staff
0	26,592	89.2
1	3,039	10.2
2	165	0.6
3	3	0.0
<b>NICS Overall</b>	<b>29,799</b>	<b>100.0</b>

Figure 1: Long-term Absence by Grade Level in 2010/2011

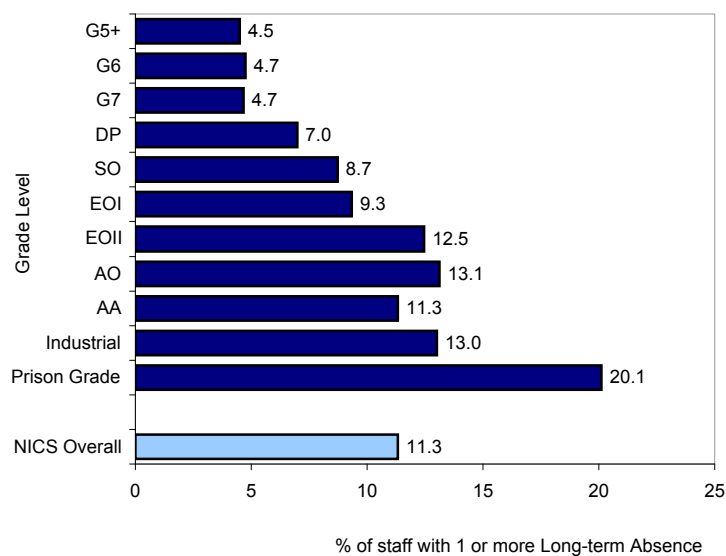
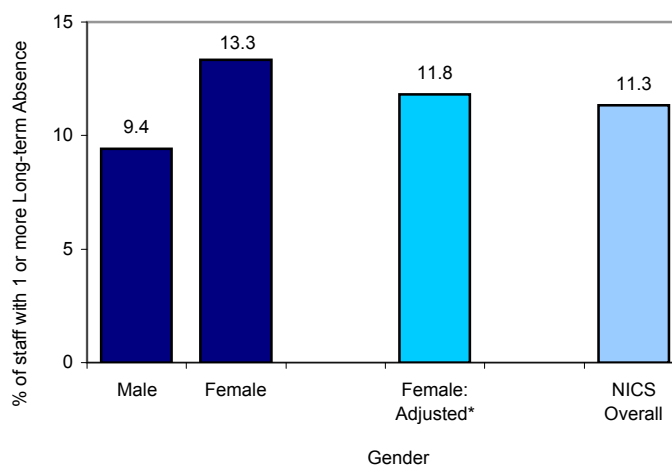
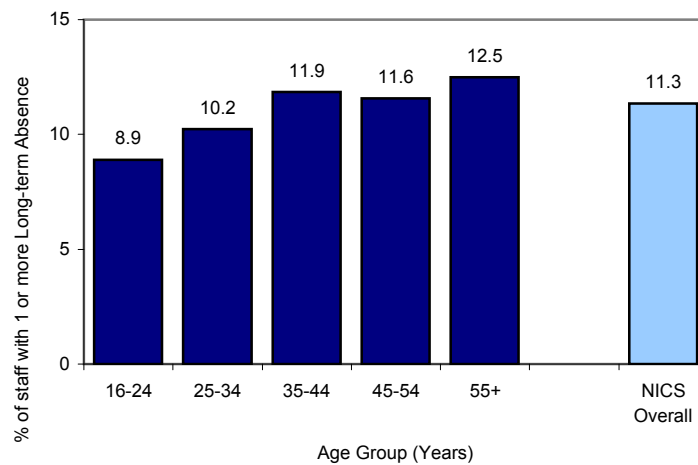


Figure 2: Long-term Absence by Gender in 2010/2011



\* Excludes absences due to *Pregnancy Related Disorders*

Figure 3: Long-term Absence by Age Group in 2010/2011

Table 12: Reason for Long-term Absence in 2010/2011<sup>1</sup>

Reason for Absence	% of Long-term Working Days Lost
Anxiety/Stress/Depression/Other Psychiatric Illnesses	37.0
Injury, Fracture	10.8
Back Problems	6.5
Other Musculoskeletal Problems	5.5
Pregnancy Related Disorders	5.0
Heart, Cardiac and Circulatory Problems	4.9
Benign and Malignant Tumours, Cancers	4.7
Gastrointestinal Problems	4.1
Genitourinary and Gynaecological Disorders	3.1
Nervous System Disorders	2.4
Other Known Causes - Not Elsewhere Classified	1.8
Chest and Respiratory Problems	1.7
Other	6.3
No Reason Specified	6.3
<b>NICS Overall</b>	<b>100.0</b>

<sup>1</sup>The category 'Other' contains any absence with a reason that is not shown elsewhere in the analysis. The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

**Appendix 9**  
**Contribution to overall Working Days Lost**





## Appendix 9

The tables presented in this Appendix show, from a number of different perspectives (Department, grade level, gender, age group and reason for absence), the key components of the overall level of absence and how the contribution of these components has changed over time.

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 may make a bigger contribution to the overall NICS absence level than a small group of staff with a higher absence level.

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

Department	No. of Days Lost per Staff Year		
	2010/2011	2011/2012	Change
DARD	0.90	0.85	-0.05
DCAL	0.08	0.08	0.01
DE	0.18	0.17	-0.01
DEL	0.76	0.82	0.07
DETI	0.14	0.12	-0.02
DFP	1.12	1.15	0.03
DHSSPS	0.20	0.16	-0.04
DOE	0.90	0.93	0.03
DOJ	1.87	1.85	-0.03
DRD	0.76	0.71	-0.05
DSD	3.49	2.87	-0.62
OFMDFM	0.07	0.11	0.04
PPS	0.20	0.20	0.00
<b>NICS Overall</b>	<b>10.7</b>	<b>10.1</b>	<b>-0.65</b>

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

Grade Level	No. of Days Lost per Staff Year		
	2010/2011	2011/2012	Change
G5+	0.05	0.03	-0.03
G6	0.04	0.04	0.00
G7	0.21	0.24	0.03
DP	0.58	0.54	-0.04
SO	0.93	0.94	0.01
EOI	1.10	0.96	-0.15
EOII	1.88	1.72	-0.16
AO	3.53	3.28	-0.25
AA	0.93	0.80	-0.13
Industrials	0.49	0.49	0.00
Prison Grade	0.99	1.05	0.06
<b>NICS Overall</b>	<b>10.7</b>	<b>10.1</b>	<b>-0.65</b>

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

Table 3: Contribution of each Gender to the overall Working Days Lost per Staff Year<sup>1</sup>

Gender	No. of Days Lost per Staff Year		
	2010/2011	2011/2012	Change
Male	4.62	4.48	-0.13
Female	6.10	5.59	-0.51
<b>NICS Overall</b>	<b>10.7</b>	<b>10.1</b>	<b>-0.65</b>

Table 4: Contribution of each Age Group to the overall Working Days Lost per Staff Year<sup>1</sup>

Age Group	No. of Days Lost per Staff Year		
	2010/2011	2011/2012	Change
16-24	0.37	0.22	-0.15
25-34	2.38	2.34	-0.04
35-44	2.82	2.52	-0.31
45-54	3.46	3.30	-0.16
55+	1.68	1.69	0.01
<b>NICS Overall</b>	<b>10.7</b>	<b>10.1</b>	<b>-0.65</b>

Table 5: Contribution of each Reason for Absence to the overall Working Days Lost per Staff Year<sup>1,2</sup>

Reason for Absence	No. of Days Lost per Staff Year		
	2010/2011	2011/2012	Change
Anxiety/Stress/Depression/Other Psychiatric Illnesses	3.20	2.92	-0.28
Asthma	0.02	0.02	-0.01
Back Problems	0.68	0.65	-0.02
Benign and Malignant Tumours, Cancers	0.38	0.41	0.03
Blood Disorders	0.08	0.06	-0.02
Burns, Poisoning, Frostbite, Hypothermia	0.01	0.01	0.00
Chest and Respiratory Problems	0.34	0.35	0.01
Cold, Cough, Flu, Influenza	0.68	0.53	-0.14
Dental and Oral Problems	0.02	0.02	0.00
Ear, Nose, Throat	0.22	0.25	0.03
Endocrine/Glandular Problems	0.07	0.05	-0.02
Eye Problems	0.09	0.09	0.00
Gastrointestinal Problems	0.71	0.78	0.06
Genitourinary and Gynaecological Disorders	0.31	0.30	-0.01
Headache/Migraine	0.12	0.11	-0.02
Heart, Cardiac and Circulatory Problems	0.42	0.36	-0.07
Infectious Diseases	0.04	0.04	0.00
Injury, Fracture	1.05	0.92	-0.13
Nervous System Disorders	0.20	0.13	-0.08
Other Known Causes - Not Elsewhere Classified	0.19	0.51	0.32
Other Musculoskeletal Problems	0.52	0.59	0.07
Pregnancy Related Disorders	0.60	0.69	0.10
Skin Disorders	0.07	0.06	-0.01
Substance Abuse	0.05	0.03	-0.02
No Reason Specified	0.66	0.21	-0.45
<b>NICS Overall</b>	<b>10.7</b>	<b>10.1</b>	<b>-0.65</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 6: Contribution of each Grade Level, within Department, to the overall Working Days Lost per Staff Year<sup>1</sup>

Department / Grade Level		Days Lost per Staff Year			Department / Grade Level		Days Lost per Staff Year		
		2010/2011	2011/2012	Change			2010/2011	2011/2012	Change
DARD	G7+	0.05	0.05	0.01	DFP	G7+	0.07	0.07	0.01
	DP	0.04	0.05	0.01		DP	0.12	0.11	0.00
	SO	0.10	0.12	0.02		SO	0.13	0.13	0.00
	EOI	0.13	0.13	0.00		EOI	0.16	0.16	0.00
	EOII	0.12	0.12	-0.01		EOII	0.14	0.16	0.02
	AO	0.16	0.12	-0.04		AO	0.40	0.39	-0.01
	AA	0.11	0.10	-0.01		AA	0.10	0.11	0.00
	Industrial	0.19	0.16	-0.03		Industrial	0.01	0.02	0.01
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	<b>DARD Overall</b>	<b>0.90</b>	<b>0.85</b>	<b>-0.05</b>		<b>DFP Overall</b>	<b>1.12</b>	<b>1.15</b>	<b>0.03</b>
DCAL	G7+	0.00	0.00	0.00	DHSSPS	G7+	0.02	0.02	0.00
	DP	0.02	0.01	-0.01		DP	0.05	0.04	0.00
	SO	0.01	0.03	0.02		SO	0.04	0.03	-0.01
	EOI	0.02	0.01	0.00		EOI	0.03	0.03	0.00
	EOII	0.01	0.01	0.00		EOII	0.02	0.01	-0.01
	AO	0.01	0.01	-0.01		AO	0.02	0.01	0.00
	AA	0.01	0.00	0.00		AA	0.02	0.02	0.00
	Industrial	0.00	0.01	0.01		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>0.08</b>	<b>0.08</b>	<b>0.01</b>		<b>DHSSPS Overall</b>	<b>0.20</b>	<b>0.16</b>	<b>-0.04</b>
DE	G7+	0.02	0.02	0.00	DOE	G7+	0.03	0.02	0.00
	DP	0.02	0.02	0.01		DP	0.06	0.07	0.01
	SO	0.02	0.02	0.00		SO	0.17	0.16	-0.01
	EOI	0.02	0.01	-0.01		EOI	0.13	0.10	-0.03
	EOII	0.05	0.03	-0.02		EOII	0.07	0.09	0.02
	AO	0.05	0.06	0.01		AO	0.34	0.38	0.04
	AA	0.01	0.01	0.00		AA	0.09	0.08	-0.02
	Industrial	n/a	n/a	n/a		Industrial	0.02	0.03	0.01
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	<b>DE Overall</b>	<b>0.18</b>	<b>0.17</b>	<b>-0.01</b>		<b>DOE Overall</b>	<b>0.90</b>	<b>0.93</b>	<b>0.03</b>
DEL	G7+	0.01	0.00	-0.01	DOJ	G7+	0.03	0.03	0.01
	DP	0.03	0.02	-0.01		DP	0.06	0.07	0.01
	SO	0.04	0.07	0.03		SO	0.15	0.13	-0.03
	EOI	0.11	0.12	0.01		EOI	0.02	0.03	0.01
	EOII	0.27	0.31	0.04		EOII	0.24	0.18	-0.06
	AO	0.26	0.28	0.02		AO	0.33	0.29	-0.04
	AA	0.03	0.02	-0.01		AA	0.04	0.05	0.00
	Industrial	n/a	n/a	n/a		Industrial	0.01	0.02	0.01
	Prison Grade	n/a	n/a	n/a		Prison Grade	0.99	1.05	0.06
	<b>DEL Overall</b>	<b>0.76</b>	<b>0.82</b>	<b>0.07</b>		<b>DOJ Overall</b>	<b>1.87</b>	<b>1.85</b>	<b>-0.03</b>
DETI	G7+	0.00	0.01	0.00	DRD	G7+	0.01	0.01	0.00
	DP	0.01	0.01	-0.01		DP	0.03	0.02	-0.01
	SO	0.02	0.02	0.00		SO	0.07	0.06	-0.01
	EOI	0.02	0.02	0.00		EOI	0.13	0.12	-0.01
	EOII	0.04	0.03	0.00		EOII	0.06	0.06	0.00
	AO	0.03	0.02	0.00		AO	0.09	0.17	0.08
	AA	0.02	0.01	-0.01		AA	0.12	0.03	-0.09
	Industrial	n/a	n/a	n/a		Industrial	0.26	0.25	-0.01
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	<b>DETI Overall</b>	<b>0.14</b>	<b>0.12</b>	<b>-0.02</b>		<b>DRD Overall</b>	<b>0.76</b>	<b>0.71</b>	<b>-0.05</b>

n/a: No cases recorded

continued over

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

## Appendix 9

Table 6: Contribution of each Grade Level, within Department, to the overall Working Days Lost per Staff Year<sup>1</sup>

Department / Grade Level		Days Lost per Staff Year		
		2010/ 2011	2011/ 2012	Change
DSD	G7+	0.02	0.02	0.00
	DP	0.06	0.04	-0.02
	SO	0.15	0.13	-0.01
	EOI	0.32	0.20	-0.11
	EOII	0.82	0.69	-0.13
	AO	1.79	1.46	-0.33
	AA	0.33	0.32	-0.01
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	<b>DSD Overall</b>	<b>3.49</b>	<b>2.87</b>	<b>-0.62</b>
OFMDFM	G7+	0.01	0.02	0.01
	DP	0.03	0.03	0.00
	SO	0.01	0.02	0.01
	EOI	0.00	0.01	0.00
	EOII	0.01	0.01	0.00
	AO	0.01	0.02	0.01
	AA	0.00	0.01	0.01
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	<b>OFMDFM Overall</b>	<b>0.07</b>	<b>0.11</b>	<b>0.04</b>
PPS	G7+	0.03	0.01	-0.01
	DP	0.05	0.03	-0.02
	SO	0.00	0.00	0.00
	EOI	0.00	0.00	0.00
	EOII	0.04	0.03	-0.01
	AO	0.04	0.07	0.03
	AA	0.03	0.05	0.01
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	<b>PPS Overall</b>	<b>0.20</b>	<b>0.20</b>	<b>0.00</b>
<b>NICS Overall</b>	<b>10.7</b>	<b>10.1</b>	<b>-0.65</b>	

n/a: No cases recorded

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

**Appendix 10**  
**Impact of including DOJ, PPS and Industrial staff in the**  
**NICS Sickness Absence figures in 2010/2011**

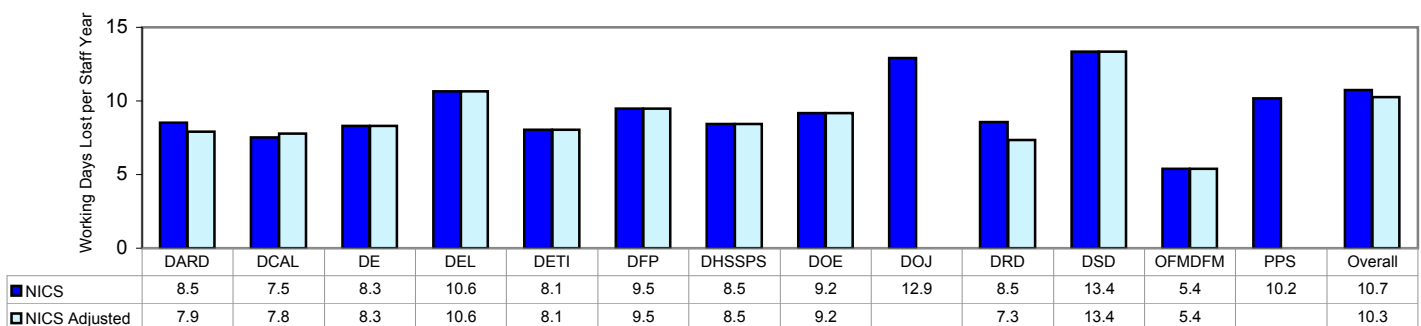


## Impact of including DOJ, PPS and Industrial Staff in the NICS Sickness Absence figures in 2010/2011

### Key Facts 2010/2011

	NICS	NICS Adjusted <sup>1</sup>
<b>Proportion of Staff with No Recorded Spells of Absence</b>	51.8%	51.4%
<b>Working Days Lost per Staff Year</b>	10.7	10.3
<b>Percentage of Available Working Days Lost</b>	4.9%	4.7%
<b>Total Number of Working Days Lost</b>	287,131	218,962
<b>Estimated Lost Production<sup>2</sup> (£ Million)</b>	30.0	21.9
<b>Average Number of Spells per Staff Year</b>	0.8	0.8
<b>Proportion of Working Days Lost by Certification</b>		
Certified	68.4%	67.0%
Self-Certified	21.9%	25.0%
Uncertified/Missing	9.7%	8.1%
<b>Long-term Absence</b>		
Proportion of Working Days Lost due to Long-term Absence	72.0%	70.6%
Frequency Rate <sup>3</sup>	11.3%	10.5%
Average Duration (Working Days)	61.2	61.9
<b>Short-term Absence</b>		
Average Number of Spells per Staff Year	0.67	0.69

Average Number of Working Days Lost per Staff Year by Department 2010/2011



<sup>1</sup> Adjusted figures exclude Department of Justice, Public Prosecution Service and Industrial staff.

<sup>2</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>3</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





**Appendix 11**  
**Departmental analysis:**  
**Industrial, Non-Industrial and Prison Grade**



## Appendix 11

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

Department	No. of Days Lost per Staff Year
DARD	8.0
DARD Industrial	9.8
DARD Non-Industrial	7.6
DCAL	8.0
DCAL Industrial	10.1
DCAL Non-Industrial	7.8
DE	7.9
DEL	11.4
DETI	7.3
DFP	9.3
DFP Industrial	21.9
DFP Non-Industrial	9.2
DHSSPS	7.1
DOE	9.8
DOE Industrial	15.7
DOE Non-Industrial	9.7
DOJ	12.6
DOJ Industrial	24.7
DOJ Non-Industrial	9.2
DOJ Prison Grade	17.0
DRD	8.2
DRD Industrial	12.5
DRD Non-Industrial	6.9
DSD	11.1
OFMDFM	8.7
PPS	9.8
<b>NICS Overall</b>	<b>10.1</b>
<b>Industrial Overall</b>	<b>12.0</b>
<b>Non-Industrial Overall</b>	<b>9.5</b>
<b>Prison Grade Overall</b>	<b>17.0</b>

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



**Appendix 12**  
**List of Abbreviations**



## List of Abbreviations

### List of Abbreviations

<b>AA</b>	Administrative Assistant
<b>AO</b>	Administrative Officer
<b>AOCC</b>	Assembly Ombudsman Commissioner for Complaints
<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>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>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