



Department of  
**Finance and  
Personnel**

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# Sickness Absence in the Northern Ireland Civil Service

**2012/2013**

Government



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## Executive Summary

- This annual report provides a comprehensive analysis of sickness absence in the Northern Ireland Civil Service over the 2012/2013 financial year. It contains analyses of trends over the last five years and details the progress being made towards absence targets.
- The headline absence figure for 2012/2013 was 10.6 days (average days lost per staff year), up from 10.1 days in the previous year and short of the annual target of 9.5 days.
- The headline absence level represents 4.9% of the available working days in 2012/2013 and in salary terms can be equated to approximately £30.8 million of lost production.
- Staff who are retired early on medical grounds, or dismissed on the grounds of inefficiency due to sickness absence, are entitled to receive up to 13 weeks' notice. In 2012/2013 it is estimated that absences in this category contributed 0.2 of a day to the overall level of absence in the NICS.
- While more than half of staff (52.3%) had no recorded absence, over one in ten (10.4%) were absent on average for around three months (60.0 working days). These long-term absences accounted for 70.7% of the total working days lost.
- All Departments experienced increased levels of absence this year, apart from DOE and OFMDFM. The level of absence ranged from 7.8 days in OFMDFM to 12.9 days in DOJ. The biggest contribution to DOJ's absence level was made by Prison Grade staff who were absent for an average of 16.1 days, down from 17.0 days in 2011/2012. A large part of the variation between Departments was attributable to differences in terms of their grade, gender and age profiles.
- 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 29.8%, almost one third of which were due to work related stress.
- The level of absence was lowest (7.7 days) for staff aged 16-24 and highest for staff aged 55+ (12.0 days). Older staff tended to have fewer absences, but when they were sick the illnesses tended to be of longer duration.
- The absence level of females (12.6 days) was substantially higher than that for males (8.8 days). It remained higher (11.2 days) even when *Pregnancy Related Disorders* were taken into account.
- Staff who had been in post for under two years had less than half the level of sickness absence (4.6 days) of staff who had been employed for two years or more (10.8 days).



## Key Facts

	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013
<b>Proportion of Staff with No Recorded Spells of Absence</b>	43.1%	49.8%	50.1%	51.8%	53.7%	<b>52.3%</b>
<b>Working Days Lost per Staff Year</b>	12.9	11.0	11.0	10.7	10.1	<b>10.6</b>
<b>Percentage of Available Working Days Lost</b>	5.8%	4.9%	4.9%	4.9%	4.6%	<b>4.9%</b>
<b>Total Number of Working Days Lost</b>	284,833	246,806	245,590	287,131 <sup>3</sup>	263,545	<b>275,170</b>
<b>Estimated Lost Production<sup>2</sup> (£ Million)</b>	24.5	21.0	22.9	30.0 <sup>3</sup>	28.6	<b>30.8</b>
<b>Average Number of Spells per Staff Year</b>	1.1	0.9	0.9	0.8	0.8	<b>0.8</b>
<b>Proportion of Working Days Lost by Certification<sup>4</sup></b>						
Certified	83.1%	79.4%	76.7%	77.1%	79.1%	<b>79.2%</b>
Self-Certified	16.9%	17.1%	14.4%	13.2%	13.5%	<b>13.6%</b>
Uncertified/Missing	0.0%	3.5%	9.0%	9.7%	7.5%	<b>7.2%</b>
<b>Long-term Absence</b>						
Proportion of Working Days Lost due to Long-term Absence	69.4%	70.6%	70.0%	72.0%	71.3%	<b>70.7%</b>
Frequency Rate <sup>5</sup>	12.5%	10.9%	10.9%	11.3%	11.0%	<b>11.1%</b>
Average Duration (Working Days)	62.0	61.7	62.8	61.2	58.6	<b>60.0</b>
<b>Short-term Absence</b>						
Average Number of Spells per Staff Year	0.95	0.76	0.75	0.67	0.65	<b>0.67</b>

<sup>1</sup> Data from 2010/2011 onwards includes 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> 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>4</sup> The figures for 2009/2010, 2010/2011 and 2011/2012 have been revised following the updating of information from HRConnect.

<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



## **Chapter 1**

### **Working Days Lost through Sickness Absence**



# 1. Working Days Lost through Sickness Absence

## 1.1 Introduction

In 2012/13, staff in the NICS lost an average of 10.6 days as a result of sickness absence. This was an increase on the level of 10.1 days recorded in the previous year. This reflects an increase in both short-term and long-term absences, particularly among females. The overall level of absence represented 4.9% of the available working days and equated to approximately £30.8 million in terms of lost production<sup>1</sup>.

Staff who are retired early on medical grounds, or dismissed on the grounds of inefficiency due to sickness absence, are entitled to receive up to 13 weeks' notice. In keeping with Cabinet Office guidelines, sick absences which occurred during this notice period are included in the NICS sickness absence statistics. In 2012/13 it is estimated that absences in this category contributed 0.2 of a day to the overall level of absence in the NICS. Excluding these absences would reduce the headline figure from 10.6 to 10.4 days.

The following pages in this chapter look at the variation in the levels of absence over time by Department, grade level, gender, age group and 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

Within the 10.6 days lost on average by NICS staff in 2012/2013 the level of absence varied by Department from 7.8 days in OFMDFM to 12.9 days in DOJ.

Only DOE and OFMDFM reduced their average number of days lost compared with the previous year. The remaining 11 Departments all increased with, proportionately, DHSSPS (23.4%) and DE (20.6%) having the greatest increase.

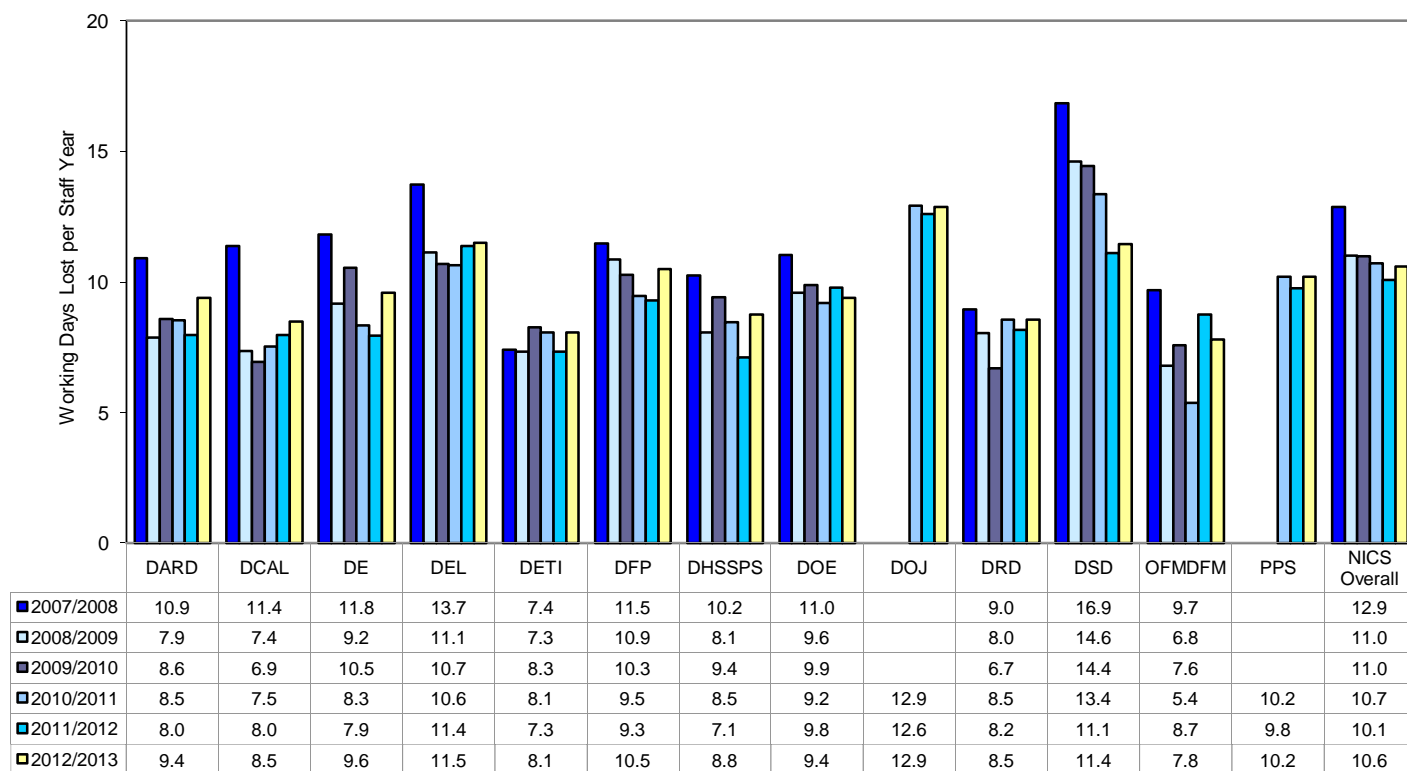
DSD accounts for approximately one quarter of NICS staff and since 2007/2008 had reduced its absence level by approximately one third, from 16.9 days to 11.4 days. This drop has resulted in a substantial reduction in the overall NICS absence level. The contribution of each Department to the overall NICS absence level, and how this has changed over time, is shown in Table 9.1, Appendix 9.

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 overall level of 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 more of a like for like comparison between Departments. For example, if the staffing profile in DOJ had been the same as that for the NICS overall, DOJ would have lost 10.7 days per staff year instead of 12.9 days. Similarly, the days lost in DEL would have decreased from 11.5 to 9.4 days.

Figure 1<sup>1</sup>

Average Number of Working Days Lost per Staff Year by Department (2007/2008 to 2012/2013)



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

### 1.3 Grade Level

The level of sickness absence varied markedly by grade level across the NICS, ranging from 4.2 days for staff at G5+ to 16.1 days for Prison Grade staff. However, it should be noted that Prison Grade staff were one of only two grade levels that showed a reduction when compared to the previous year (the other was EOII). The remaining nine grade levels all had a higher level of absence compared with the previous year. The largest increase was at Grade 6 level (from 3.4 days to 6.0 days).

As was the case in previous years, the level of absence generally increased as grade level decreased, with AO (13.1 days) and AA (12.6 days) the highest of the administrative grades. The level of absence of Industrial staff increased by almost one day to 12.9 days in 2012/13.

Staff at EOII level have shown the greatest improvement over the previous five years presented. The average number of days lost for this group has reduced by approximately 30%. Staff at AA and AO have also shown a large reduction over this period.

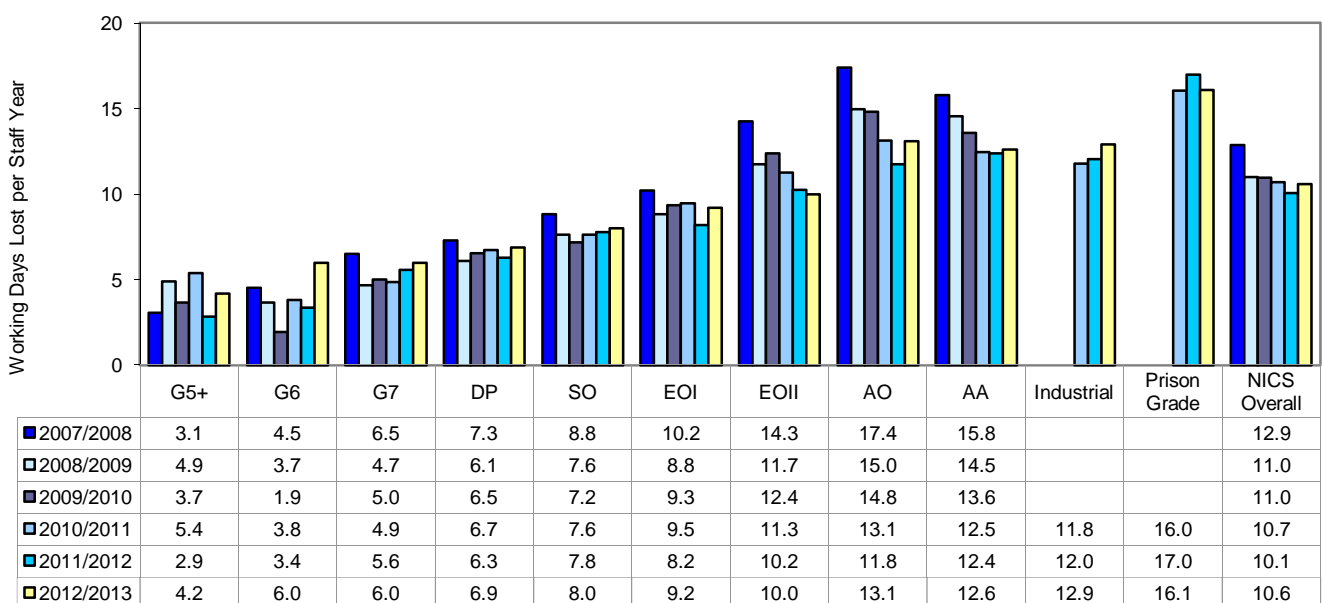
It is interesting to note that, despite having similar overall levels of absence, the average duration of absence for staff at AA and AO (11.6 working days and 12.2 working days) was noticeably lower than for Industrial staff (21.0 working days). Prison Grade staff had the longest average duration at 25.3 working days (Table 6.2, Appendix 6).

The contribution of each grade level to the overall NICS absence level, and how this has changed over time, is shown in Table 9.2, Appendix 9.

Staff at the AO grade level accounted for the largest proportion (3.59 days, or 33.9%) of the 10.6 days lost per staff year in the NICS overall. They also had the biggest impact on the overall level of absence this year, adding an extra 0.31 of a day per staff year. Staff at the EOI grade level added 0.20 of a day whilst Prison Grade staff had the most beneficial impact on the overall level in 2012/2013, contributing a 0.08 of a day reduction compared with 2011/2012.

Figure 2<sup>1</sup>

Average Number of Working Days Lost per Staff Year by Analogous Grade Level (2007/2008 to 2012/2013)



<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

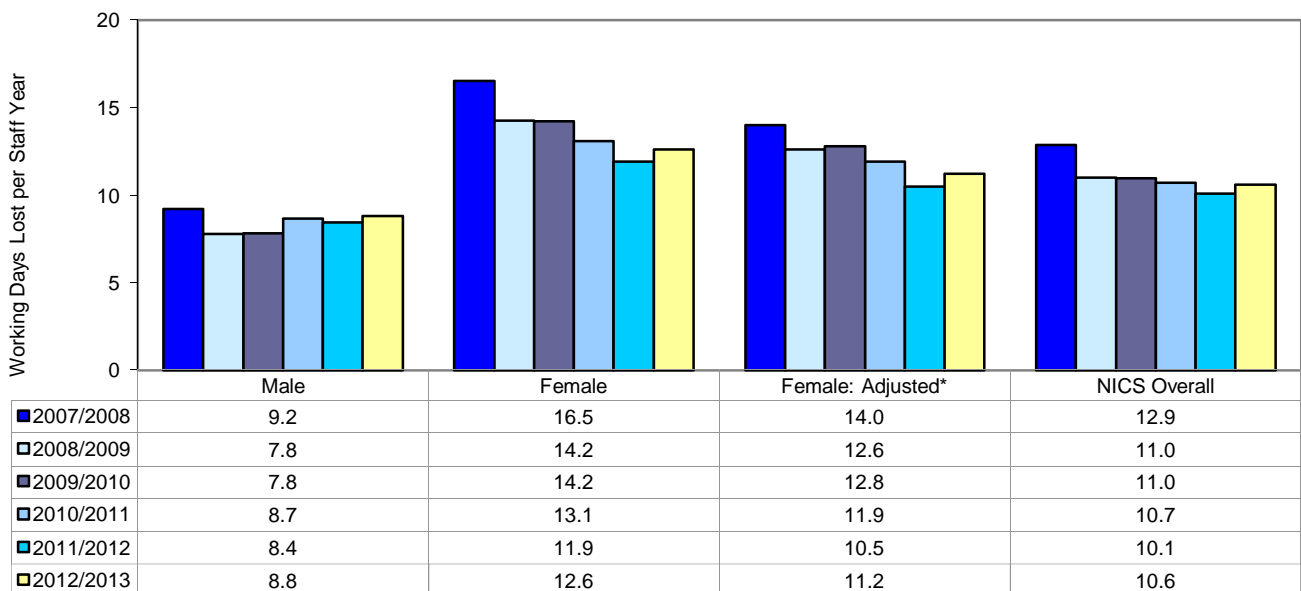
The level of absence for females was 12.6 days, up from 11.9 days in 2011/2012. This was the first time the level of absence of female staff had increased since 2007/2008. Despite this increase, female absence had reduced by almost one quarter since the level recorded in 2007/08.

When absences due to *Pregnancy Related Disorders* were removed from the calculations the level of absence for females reduced to 11.2 days. This was still substantially higher than the male absence level of 8.8 days – up from 8.4 days in the previous year.

The contribution of each gender to the overall NICS absence level and how this has changed over time, is shown in Table 9.3, Appendix 9.

**Figure 3**

**Average Number of Working Days Lost per Staff Year by Gender (2007/2008 to 2012/2013)**



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

## 1.5 Length of Service

Analysis by length of service shows that for the first two years after joining the NICS, the level of absence of staff (4.6 days in 2012/2013) is less than half that of staff who have been in post for 2 years or more (10.8 days). When considering this finding, it should be noted 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 to 2012/2013)

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

## 1.6 Age Group

The level of absence ranged from 7.7 days for staff aged 16-24, down from 9.4 days in 2011/2012, to 12.0 days for staff aged 55+, up from 11.4 days on 2011/2012. The other three age groups also showed an increase this year to a level of around 10.4 days lost.

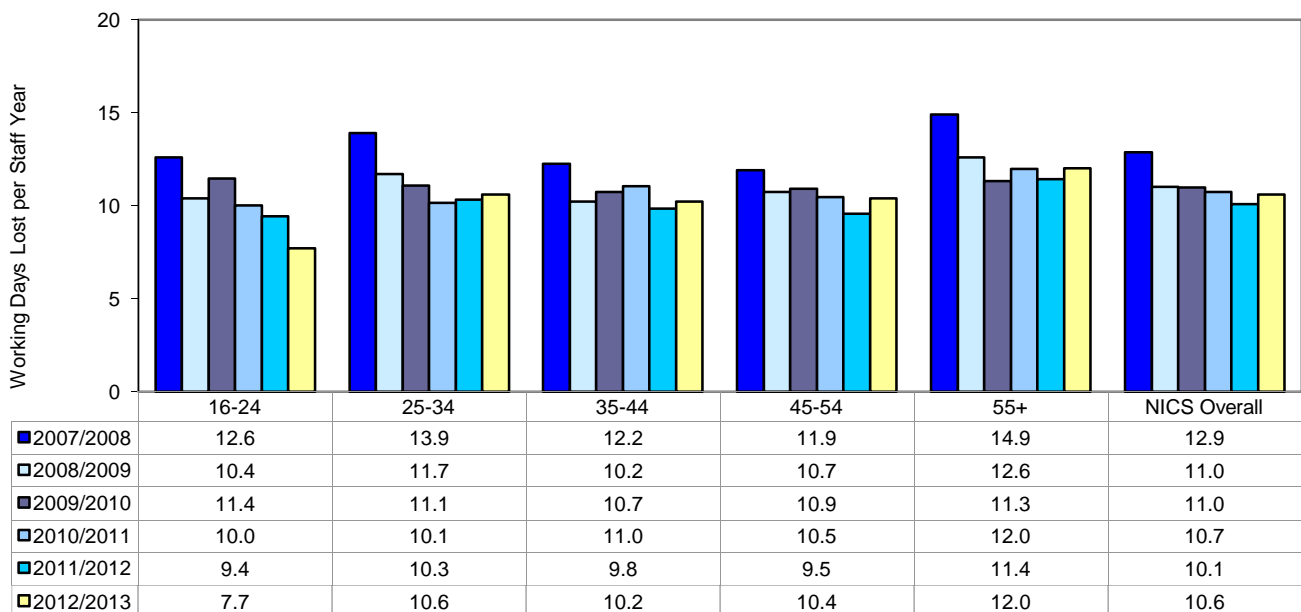
The relationship between age and sickness absence is complex. At the risk of oversimplification, one could say that older people tended to have fewer absences, but when they were sick, the illnesses tended to be of longer duration (Table 6.4, Appendix 6). The average duration for those aged 55+ was 17.9 days compared with 7.0 days for those aged 16-24.

The contribution of each age group to the overall NICS absence level, and how this has changed over time, is shown in Table 9.4, Appendix 9.

Certified absence levels increased with age group from 4.8 days for staff in the youngest age category to 10.2 days for staff aged 55+ (Table 3.6, Appendix 3).

**Figure 4**

**Average Number of Working Days Lost per Staff Year by Age Group (2007/2008 to 2012/2013)**



## **Chapter 2**

### **Spells of Sickness Absence**



## 2. Spells of Sickness Absence

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

### 2.1 Number of Absence Spells

The proportion of staff with no sickness absence in 2012/2013 was 52.3%, compared with 53.7% in 2011/2012. Nearly one third of staff (32.0%) had one recorded absence, with 11.4% 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 (46.0%) and PPS (49.0%) had no absence compared with over 60% of staff in OFMDFM, DRD and DARD (Table 6.10, Appendix 6). The proportion of staff with three or more absences was highest in DSD (5.8%) and DFP (5.4%).

Staff in the NICS had an average of under one spell of sickness absence per staff year (0.8).

Figure 5

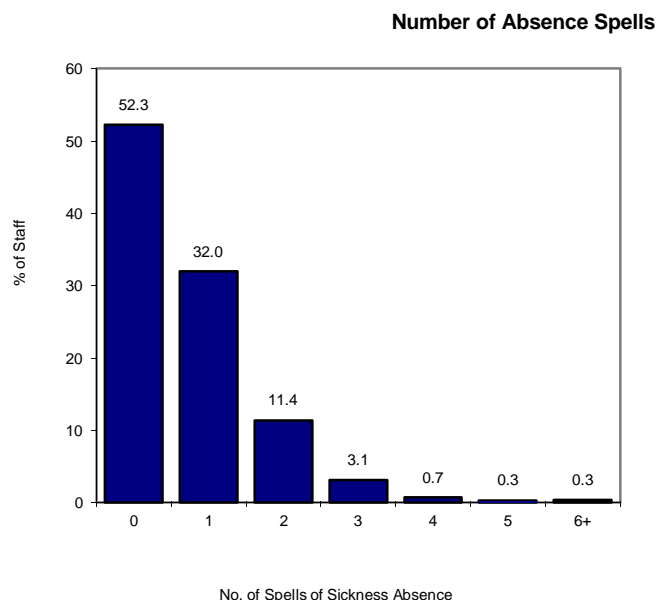
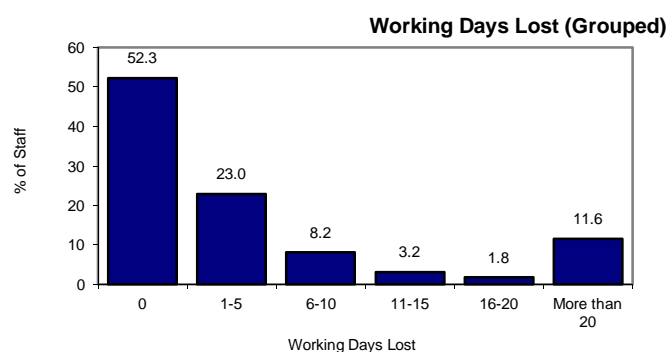


Figure 6

Figure 6 shows that while 52.3% of staff lost no working days to sickness absence, almost one quarter (23.0%) were absent for between one and five days. Just over one in ten staff (11.6%) were absent for more than 20 days in total, a similar proportion to 2011/2012 (Table 6.8, Appendix 6).



### 2.2 Duration of Absence Spells

Figure 7 shows that the majority of absence spells were short-term in nature. Around two thirds (67.4%) 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 15.7% of all spells of absence but more than two thirds (70.7%) of the total working days lost.

Figure 7

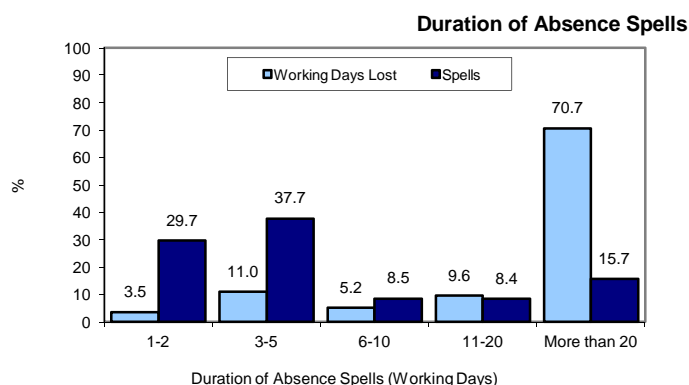
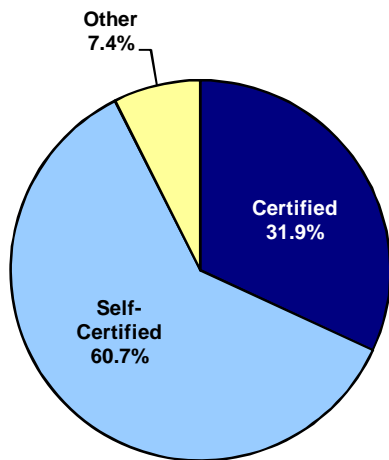


Figure 8

Absence Spells by Certification



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

More than 20,000 spells of sickness absence were recorded for NICS staff during 2012/2013, with self-certified absences making up 60.7% of these. Absence spells that were covered by a medical certificate accounted for just under one third (31.9%) of spells.

Absences that were uncertified, or where the certification was missing ('Other'), accounted for the remaining 7.4% of spells.

Figure 9

Working Days Lost by Certification

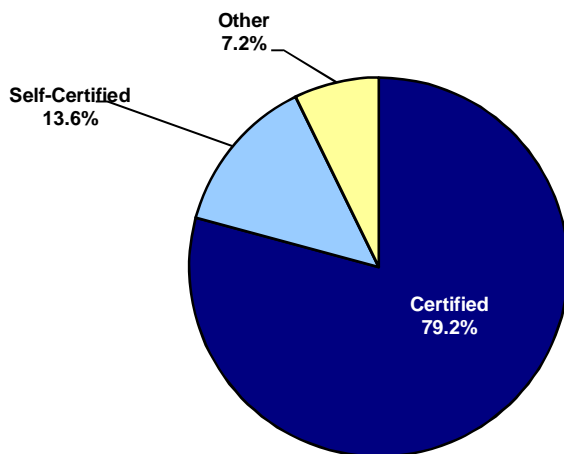


Figure 9 shows that nearly four out of every five (79.2%) working days lost were certified by a medical certificate, a similar figure to the previous year. This gave rise to 8.4 days lost per staff year or 3.8% of available working days (Table 3.3, Appendix 3).

Shorter term absences covered by self-certification accounted for 13.6% of the working days that were lost, resulting in 1.4 days lost per staff year (0.7% of available working days).

Absences that were uncertified, or where the certification was missing, accounted for 7.2% of the working days lost.

On average, self-certified absences lasted for 3.0 working days, whereas certified absences lasted 33.0 working days (Table 6.1, Appendix 6).

<sup>1</sup> The figures for 2009/2010, 2010/2011 and 2011/2012 have been revised following the updating of information from HRConnect.

## **Chapter 3**

### **Reason for Sickness Absence**

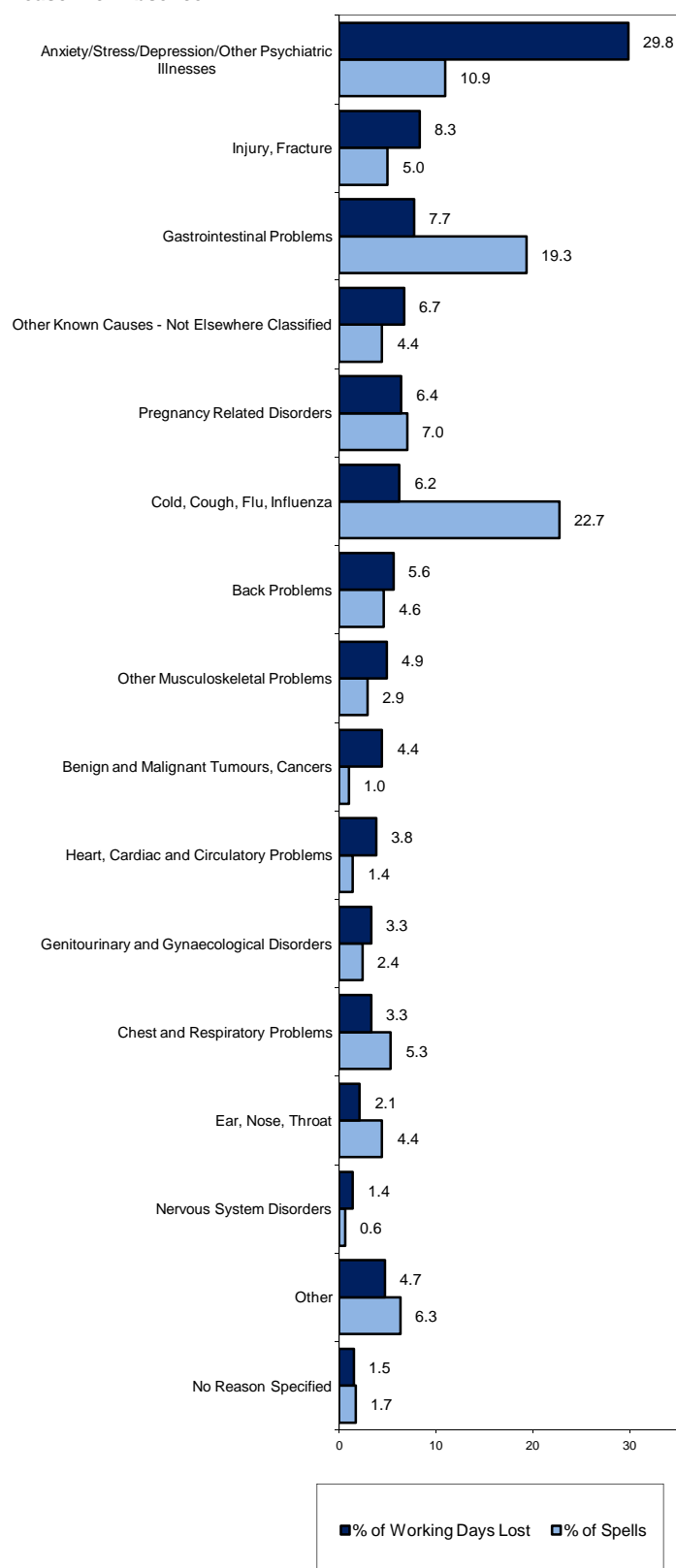


### 3. Reason for Sickness Absence

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

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

#### Reason for Absence



#### 3.1 NICS Overall

As in previous years, the reason for the highest proportion of working days lost was *Anxiety/Stress/Depression/Other Psychiatric Illnesses* (29.8%). Absences in this category tended to be long-term, lasting an average of 36.3 working days, up from an average of 35.7 days in 2011/2012 (Table 7.5, Appendix 7).

Almost one third of the working days lost in this illness category (30.8%) were recorded as *Stress - Work Related* (Table 7.4, Appendix 7).

The contribution each reason for absence has made to the overall NICS sickness absence level is shown in Table 9.5, Appendix 9.

Nearly one quarter of absence spells (22.7%) were accounted for by *Cold, Cough, Flu, Influenza*. These spells lasted for an average of 3.6 working days.

Table 2<sup>2</sup>

Reason for Absence	Average Duration (Working Days)
Benign and Malignant Tumours, Cancers	60.2
Heart, Cardiac and Circulatory Problems	36.6
Anxiety/Stress/Depression/Other Psychiatric Illnesses	36.3
Nervous System Disorders	29.8
Substance Abuse	25.7
Other Musculoskeletal Problems	22.4
Endocrine/Glandular Problems	22.3
Injury, Fracture	22.0
Other Known Causes - Not Elsewhere Classified	20.1
Blood Disorders	19.3
Genitourinary and Gynaecological Disorders	17.8
Back Problems	16.2
Skin Disorders	15.0
Eye Problems	14.6
Pregnancy Related Disorders	12.2
Infectious Diseases	10.6
Chest and Respiratory Problems	8.1
Asthma	8.0
Ear, Nose, Throat	6.5
Gastrointestinal Problems	5.3
Headache/Migraine	5.3
Burns, Poisoning, Frostbite, Hypothermia	4.8
Dental and Oral Problems	3.7
Cold, Cough, Flu, Influenza	3.6
No Reason Specified	11.4

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

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

The following three 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.

### 3.2 Grade Level

With the exception of Industrial staff, the main cause of absence at every other grade level was *Anxiety/Stress/Depression/Other Psychiatric Illnesses*, with at least one quarter of absences being classified as such. For Industrial staff, *Injury, Fracture* (22.6%) was the predominant reason for absence. In fact, *Back Problems*, *Other Musculoskeletal Problems* and *Injury, Fracture* accounted for just under half (48.6%) of their total working days lost. The higher level of absence due to *Benign and Malignant Tumours, Cancers* at Grade 7 and above is likely to be a consequence of the older age profile of that 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	25.8	36.2	25.4	31.3	31.5	31.9	28.3	14.0	29.3
Asthma	-	-	-	0.1	0.1	0.2	0.3	n/a	-
Back Problems	5.8	5.2	5.4	4.3	4.1	4.4	5.3	14.9	10.1
Benign and Malignant Tumours, Cancers	14.9	3.6	4.5	4.4	6.1	3.3	3.7	2.6	3.2
Blood Disorders	1.3	0.9	0.4	0.1	0.1	0.3	1.3	0.9	-
Burns, Poisoning, Frostbite, Hypothermia	-	-	-	-	0.1	0.1	-	-	n/a
Chest and Respiratory Problems	2.7	2.7	3.1	4.6	3.3	3.0	4.0	1.5	3.8
Cold, Cough, Flu, Influenza	5.9	6.5	7.3	6.7	7.0	6.4	6.8	3.9	2.6
Dental and Oral Problems	0.3	0.2	0.2	0.2	0.2	0.2	0.3	0.1	0.2
Ear, Nose, Throat	1.2	3.0	1.9	1.5	2.8	2.6	2.0	0.9	0.7
Endocrine/Glandular Problems	n/a	0.3	1.0	1.5	0.5	0.5	0.3	1.2	0.2
Eye Problems	2.0	0.5	1.8	0.8	0.5	1.1	0.6	1.0	0.6
Gastrointestinal Problems	6.6	6.0	6.2	8.1	8.9	7.9	8.9	6.8	6.7
Genitourinary and Gynaecological Disorders	2.1	4.1	4.5	3.4	3.2	3.7	4.1	1.1	0.8
Headache/Migraine	0.7	0.3	1.2	1.0	1.5	1.1	0.8	0.1	0.3
Heart, Cardiac and Circulatory Problems	4.5	3.3	7.5	4.6	3.0	2.6	2.0	6.6	5.1
Infectious Diseases	1.1	0.2	0.4	0.4	0.7	0.4	0.2	-	0.4
Injury, Fracture	6.4	6.0	8.8	8.5	5.7	6.1	9.4	22.6	13.7
Nervous System Disorders	n/a	1.5	1.3	1.3	1.5	2.0	0.9	n/a	-
Other Known Causes - Not Elsewhere Classified	9.9	6.9	6.9	6.7	5.2	5.4	5.5	8.5	12.4
Other Musculoskeletal Problems	3.1	5.5	4.8	5.5	4.3	4.8	4.5	9.3	4.1
Pregnancy Related Disorders	2.2	3.1	6.0	3.6	6.7	9.4	9.5	-	2.9
Skin Disorders	0.4	0.5	0.2	0.2	0.7	0.8	0.7	1.4	0.9
Substance Abuse	n/a	n/a	n/a	-	0.6	0.2	-	-	-
No Reason Specified	2.6	3.2	1.2	1.0	1.6	1.6	0.2	1.6	0.8
<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.

### 3.3 Gender

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* accounted for the largest proportion of the total working days lost among both males and females (28.9% and 30.5% respectively). For males, *Injury, Fracture* accounted for the second highest proportion (10.7%) whilst for females it was *Pregnancy Related Disorders* (11.4%).

**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	28.9	30.5
Asthma	0.1	0.2
Back Problems	7.1	4.5
Benign and Malignant Tumours, Cancers	4.0	4.7
Blood Disorders	0.5	0.4
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.0
Chest and Respiratory Problems	3.7	2.9
Cold, Cough, Flu, Influenza	7.3	5.2
Dental and Oral Problems	0.2	0.2
Ear, Nose, Throat	1.8	2.4
Endocrine/Glandular Problems	0.5	0.7
Eye Problems	1.1	0.8
Gastrointestinal Problems	8.9	6.7
Genitourinary and Gynaecological Disorders	1.4	4.7
Headache/Migraine	0.6	1.2
Heart, Cardiac and Circulatory Problems	6.2	1.9
Infectious Diseases	0.5	0.3
Injury, Fracture	10.7	6.3
Nervous System Disorders	0.9	1.7
Other Known Causes - Not Elsewhere Classified	7.3	6.2
Other Musculoskeletal Problems	5.1	4.7
Pregnancy Related Disorders	n/a	11.4
Skin Disorders	0.9	0.5
Substance Abuse	0.1	0.2
No Reason Specified	1.6	1.4
<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.

### 3.4 Age Group

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* accounted for the largest proportion of working days lost in all age groups in 2012/2013. As might be expected, the impact of a number of illnesses varied with age. For example, *Benign and Malignant Tumours, Cancers* and *Heart, Cardiac and Circulatory Problems* accounted for a total of 16.9% of the days lost in the 55+ age group but only 0.4% in the 16-24 age group.

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	32.2	29.0	30.1	32.2	26.0
Asthma	-	0.2	0.1	0.2	0.3
Back Problems	4.5	4.8	6.2	6.2	4.9
Benign and Malignant Tumours, Cancers	-	1.2	3.5	5.6	7.6
Blood Disorders	-	0.3	0.4	0.6	0.5
Burns, Poisoning, Frostbite, Hypothermia	-	0.1	0.0	0.0	-
Chest and Respiratory Problems	1.7	2.7	2.7	3.3	4.7
Cold, Cough, Flu, Influenza	11.0	7.2	6.8	5.4	5.1
Dental and Oral Problems	1.6	0.3	0.2	0.1	0.2
Ear, Nose, Throat	2.2	2.8	2.3	2.1	1.1
Endocrine/Glandular Problems	0.5	0.4	1.0	0.6	0.6
Eye Problems	-	0.4	1.1	0.6	1.6
Gastrointestinal Problems	11.2	8.6	8.5	6.5	7.4
Genitourinary and Gynaecological Disorders	2.2	2.5	2.7	4.6	2.6
Headache/Migraine	1.4	1.3	0.8	0.7	1.2
Heart, Cardiac and Circulatory Problems	0.2	0.7	1.7	4.5	9.3
Infectious Diseases	0.7	0.4	0.4	0.6	0.1
Injury, Fracture	10.6	6.6	7.7	9.4	8.8
Nervous System Disorders	0.3	1.1	2.3	1.3	0.4
Other Known Causes - Not Elsewhere Classified	1.7	5.0	7.0	6.9	8.2
Other Musculoskeletal Problems	-	2.7	4.7	5.6	6.8
Pregnancy Related Disorders	10.6	19.5	8.0	0.1	-
Skin Disorders	0.7	1.1	0.2	0.8	0.5
Substance Abuse	n/a	0.1	0.2	0.4	n/a
No Reason Specified	0.5	1.0	1.4	1.7	1.8
<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

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

### 4.1 Prevalence of Long-term Absence

A total of 3,060 staff (10.4%) in the NICS had one or more spell of long-term absence during 2012/2013, the same proportion as in the previous year.

The 3,240 long-term absence spells recorded in 2012/2013 equated to a long-term Frequency Rate<sup>1</sup> of 11.1%.

Long-term absences accounted for 70.7% of the total working days lost which, for illustrative purposes, could be equated to losing the work of approximately 890 full-time staff for the entire year.

Approximately one in ten staff (10.4%) were off on long-term sick for an average of around three months (60.0 working days).

Table 6

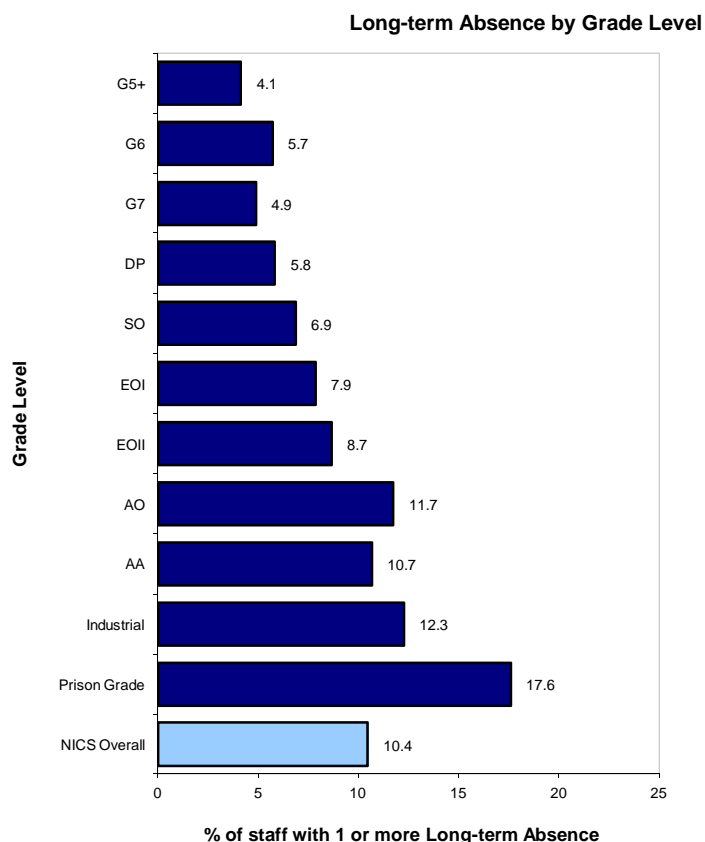
Number of Long-term Absence Spells	Number of Staff	Percentage of Staff
0	26,224	89.6
1	2,895	9.9
2	153	0.5
3+	12	0.0
<b>NICS Overall</b>	<b>29,284</b>	<b>100.0</b>

### 4.2 Grade Level

Figure 11<sup>2</sup>

Prison Grade staff had the highest incidence of long-term absence, with 17.6% having had one or more spell. While high, this figure is down from 20.6% in 2011/2012. Industrial staff had the second highest incidence of long-term absence (12.3%).

In the administrative grades the incidence of long-term absence tended to decrease as grade level increased. A particularly high level was found at AO and AA level, where more than one in ten staff had one or more spell of long-term absence.

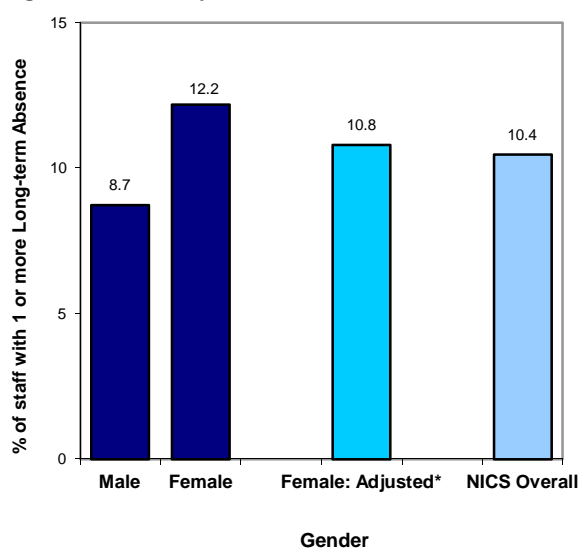


<sup>1</sup> Frequency Rate is the average number of long-term absences per employee, expressed as a percentage. (No of spells of long-term absence in the period/No. of employees) x 100

<sup>2</sup> Updated figures for 2010/2011 and 2011/2012 can be found in Table 8.9, Appendix 8.

Figure 12<sup>1</sup>

Long-term Absence by Gender



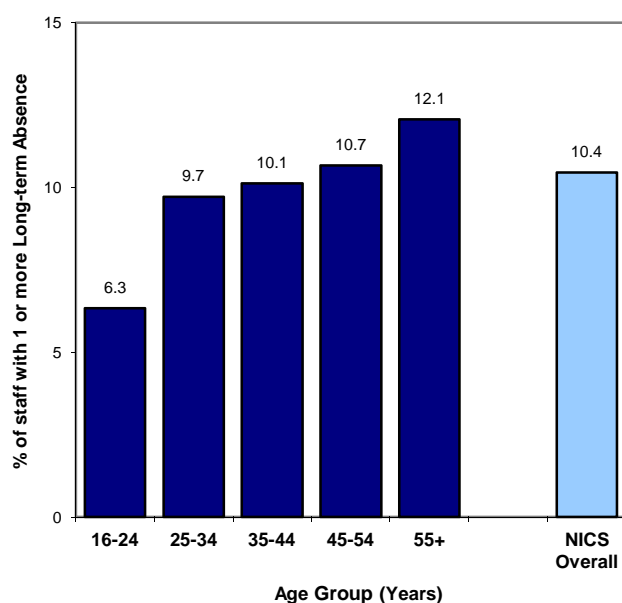
\* Excludes absences due to *Pregnancy Related Disorders*

### 4.3 Gender

The incidence of long-term absence among women (12.2%) was higher than that among men (8.7%). These figures were unchanged from 2011/2012. The higher incidence of long-term absence among females remained (10.8%) after long-term absence due to *Pregnancy Related Disorders* were excluded. This was up from 10.6% in the previous year.

Figure 13<sup>1</sup>

Long-term Absence by Age Group



### 4.4 Age Group

The incidence of long-term absence was lowest for those aged 16-24, with 6.3% having had one or more long-term absence spell. The incidence increased with each successive age group, to 12.1% for those aged 55+. This reflects in part the greater prevalence of *Benign and Malignant Tumours and Cancers* and *Heart, Cardiac and Circulatory Problems* in the oldest age group.

<sup>1</sup> Updated figures for 2010/2011 and 2011/2012 can be found in Tables 8.10 and 8.11, Appendix 8.

## 4.5 Reason for Long-term Absence

*Anxiety/Stress/Depression/Other Psychiatric Illnesses* accounted for over one in three (37.1%) working days lost to long-term absence. Just under one in ten long-term working days lost (9.2%) were due to *Injury, Fracture* - the second largest contributor.

Table 7<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	37.1
Injury, Fracture	9.2
Other Known Causes - Not Elsewhere Classified	7.2
Back Problems	5.8
Benign and Malignant Tumours, Cancers	5.8
Pregnancy Related Disorders	5.6
Other Musculoskeletal Problems	5.5
Gastrointestinal Problems	4.9
Heart, Cardiac and Circulatory Problems	4.8
Genitourinary and Gynaecological Disorders	3.4
Chest and Respiratory Problems	1.8
Nervous System Disorders	1.7
Ear, Nose, Throat	1.1
Eye Problems	1.0
Other	3.5
No Reason Specified	1.4
<b>NICS Overall</b>	<b>100.0</b>

<sup>1</sup>The category 'Other' contains any absence with a reason that accounted for less than 1% of Long-term Working Days Lost. The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.



## **Chapter 5**

### **Absence 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 reflected 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.

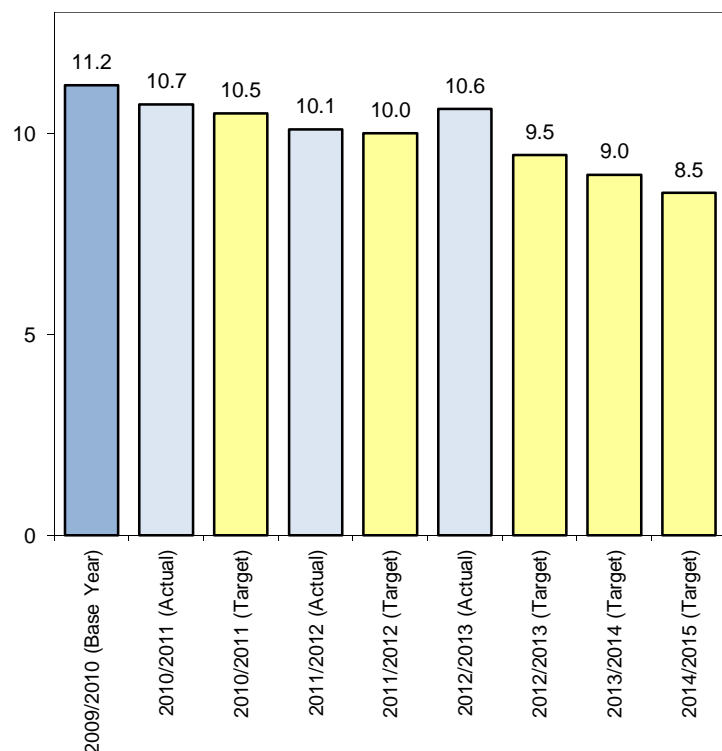
To help maintain a focus on the key determinants of the high level of absence in the NICS, strategic targets were also set in relation to a reduction in both the frequency and duration of long-term absences. It was agreed that Departmental targets, while differing in absolute terms, should be equally challenging and achievable. This chapter charts how individual Departments, and the NICS overall, have progressed towards their targets.

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

Figure 14<sup>1</sup>

Average Number of Working Days Lost per Staff Year



## 5.2 Absence Targets - NICS Overall

The progress being made towards the Ministerial target has faltered, with increases rather than decreases being recorded against all key target measures. The increase in the overall level of absence from 10.1 to 10.6 days resulted in the target of 9.5 days being missed.

The Frequency Rate of long-term absences (11.1%) fell short of its target of 10.1%.

The average duration of long-term absences (60.0 days) fell well short of the target of 53.7 days.

Table 8

Frequency and Duration of Absence

Absence Target		2009/2010 <sup>1</sup>	2010/2011	2011/2012	2012/2013		2013/2014	2014/2015
		(Base Year)	Actual	Actual	Actual	Target	Target	Target
Overall	Average days lost per staff year	11.2	10.7	10.1	10.6	9.5	9.0	8.5
Long-term <sup>2</sup>	Frequency Rate <sup>3</sup> (%)	11.4	11.3	11.0	11.1	10.1	9.8	9.5
	Average Duration <sup>4</sup> (working days)	62.5	61.2	58.6	60.0	53.7	51.0	48.5

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

<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

The table below shows the NICS performance against its overall target, broken down by Department. Two Departments (DSD and OFMDFM) achieved their individual target, while the remaining eleven Departments fell short.

Table 9

#### Days Lost per Staff Year

Department	2009/2010 <sup>1</sup>	2010/2011	2011/2012	2012/2013		2013/2014	2014/2015
	(Base Year)	Actual	Actual	Actual	Target	Target	Target
DARD	9.3	8.5	8.0	9.4	8.2	7.8	7.5
DCAL	6.5	7.5	8.0	8.5	6.5	6.5	6.5
DE	10.5	8.3	7.9	9.6	8.8	8.3	7.8
DEL	10.7	10.6	11.4	11.5	8.9	8.4	7.9
DETI	8.3	8.1	7.3	8.1	7.8	7.6	7.5
DFP	10.3	9.5	9.3	10.5	8.6	8.1	7.6
DHSSPS	9.4	8.5	7.1	8.8	8.2	7.8	7.5
DOE	10.1	9.2	9.8	9.4	8.5	8.0	7.5
DOJ	12.3 <sup>2</sup>	12.9	12.6	12.9	10.3	9.7	9.2
DRD	8.2	8.5	8.2	8.5	7.8	7.6	7.5
DSD	14.4	13.4	11.1	11.4	12.1	11.4	10.7
OFMDFM	8.4	5.4	8.7	7.8	7.8	7.7	7.5
PPS	9.0 <sup>2</sup>	10.2	9.8	10.2	8.1	7.8	7.5
<b>NICS Overall</b>	<b>11.2</b>	<b>10.7</b>	<b>10.1</b>	<b>10.6</b>	<b>9.5</b>	<b>9.0</b>	<b>8.5</b>

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 (11.1% compared with a target of 10.1%). DETI, DHSSPS and DSD achieved their individual target. Indeed, both DSD and DETI have already achieved their targets for 2014/2015. DEL and OFMDFM, despite not achieving their targets, recorded notable reductions from the previous year.

Table 10

### Long-term Frequency

Department	2009/2010 <sup>3</sup>	2010/2011	2011/2012	2012/2013		2013/2014	2014/2015
	(Base Year)	Actual	Actual	Actual	Target	Target	Target
DARD	9.3	9.2	8.3	9.8	8.5	8.2	8.0
DCAL	7.0	8.7	6.8	6.9	6.4	6.2	6.0
DE	10.7	8.7	9.4	10.0	9.7	9.4	9.2
DEL	10.3	11.2	13.3	11.7	9.4	9.1	8.9
DETI	8.8	8.4	6.7	6.9	8.1	7.8	7.6
DFP	10.0	9.9	9.3	10.5	9.1	8.8	8.6
DHSSPS	9.4	7.9	7.1	8.4	8.6	8.3	8.1
DOE	9.3	9.5	10.2	9.9	8.5	8.2	8.0
DOJ	14.4 <sup>4</sup>	15.2	15.3	13.2	13.1	12.7	12.3
DRD	8.4	8.6	8.9	9.3	7.7	7.4	7.2
DSD	14.3	13.5	12.1	11.5	13.1	12.7	12.3
OFMDFM	7.7	5.6	8.5	7.2	7.0	6.8	6.6
PPS	8.9 <sup>4</sup>	10.2	9.5	9.4	8.1	7.8	7.6
<b>NICS Overall</b>	<b>11.4</b>	<b>11.3</b>	<b>11.0</b>	<b>11.1</b>	<b>10.1</b>	<b>9.8</b>	<b>9.5</b>

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>

The overall NICS target of 53.7 days for the average duration of a long-term sickness absence was not achieved, with the average duration of 60.0 days being a slight increase on the previous year. While five of the 13 Departments improved on the previous year, just one (DOE) met its individual target in 2012/2013.

Table 11

### Long-term Duration

Department	2009/2010 <sup>3</sup>	2010/2011	2011/2012	2012/2013		2013/2014	2014/2015
	(Base Year)	Actual	Actual	Actual	Target	Target	Target
DARD	68.5	64.5	64.4	63.4	58.7	55.8	53.0
DCAL	47.5	52.7	68.8	65.7	40.7	38.7	36.7
DE	64.7	54.0	52.5	55.6	55.5	52.7	50.1
DEL	62.7	59.5	53.9	60.2	53.8	51.1	48.5
DETI	57.2	59.0	57.6	64.3	49.0	46.6	44.2
DFP	61.9	58.9	58.2	58.5	53.0	50.4	47.9
DHSSPS	62.9	65.2	57.5	63.8	54.0	51.3	48.7
DOE	73.0	64.6	64.5	59.8	62.6	59.5	56.5
DOJ	57.2 <sup>4</sup>	57.8	57.4	57.7	49.0	46.6	44.2
DRD	63.9	67.8	66.5	65.1	54.8	52.1	49.5
DSD	61.6	62.0	55.5	58.9	52.8	50.1	47.6
OFMDFM	72.5	61.1	72.1	65.5	62.2	59.1	56.1
PPS	59.4 <sup>4</sup>	55.9	58.8	65.4	51.0	48.4	46.0
NICS Overall	62.5	61.2	58.6	60.0	53.7	51.0	48.5

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 2012/2013 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 six weeks after the end of the financial year reporting period; this allowed for the updating of absence records and personnel moves. Absence records from the CYBORG-HRMS and Simply Personnel systems were extracted on a monthly basis a week after the end of each month of the 2012/2013 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 2012/2013 financial year and was published on 30th October 2013.

### 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 and DFP websites.

### 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 analyses for 2011/2012 onwards.

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

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.

## Appendix 1

### 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**



## Appendix 2

## Calculations

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

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

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

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

The "Working days lost per staff year" approach was recommended by the Cabinet Office in the review *"Managing Attendance in the Public Sector (1999)"*. This approach replaced 'working days lost per person' which does not always permit valid comparisons to be made between or within organisations that differ in their proportions of part-time staff and/or their levels of staff turnover. In particular, it can misrepresent the absence rate in organisations that have a high proportion of part-time staff and/or high levels of staff turnover. For the majority of people, a staff year is approximately **219** working days, but clearly this depends on date of entry and/or date of leaving, and annual leave entitlement which varies by grade, length of service, and work pattern. For each individual a 'staff year' was therefore calculated taking all of these factors into account. The following simple example highlights the rationale for the methodology used by the Cabinet Office.

## Example

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

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

**B.** Worked Full-time for ½ year (hence ½ staff year)

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

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

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

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

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



## **Appendix 3**

### **(Tables Relating to Chapter 1)**



## Appendix 3

## Tables Relating to Chapter 1

Table 3.1: 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	5.5	3.3	9.3	7.5	8.0	14.8	13.8	11.9	n/a
DCAL	2.3	5.7	6.9	14.6	6.7	11.3	17.6	5.1	n/a
DE	6.5	7.6	8.3	11.0	9.1	12.6	15.1	n/a	n/a
DEL	6.9	9.2	8.8	11.8	11.8	13.1	9.6	n/a	n/a
DETI	8.7	2.1	8.3	10.2	6.9	12.6	8.2	n/a	n/a
DFP	6.8	8.2	7.6	9.7	10.6	14.0	16.0	23.3	n/a
DHSSPS	7.2	10.3	6.6	16.7	3.7	10.0	10.4	n/a	n/a
DOE	5.4	7.0	6.8	9.0	10.4	11.5	13.3	13.7	n/a
DOJ	3.2	6.0	9.4	11.6	12.9	12.5	11.6	17.5	16.1
DRD	2.7	4.9	8.2	6.8	8.1	7.8	9.1	13.5	n/a
DSD	3.1	8.5	7.4	8.2	9.7	14.2	12.4	n/a	n/a
OFMDFM	6.7	4.4	8.5	16.2	8.7	6.4	13.3	n/a	n/a
PPS	6.7	11.2	4.2	5.2	13.1	11.5	11.7	n/a	n/a
<b>NICS Overall</b>	<b>5.7</b>	<b>6.9</b>	<b>8.0</b>	<b>9.2</b>	<b>10.0</b>	<b>13.1</b>	<b>12.6</b>	<b>12.9</b>	<b>16.1</b>

n/a: No cases recorded

Table 3.2: Absence Levels by Occupational Grouping

Occupational Groupings (with more than 200 staff)

Occupational Grouping	Days Lost per Staff Year		
	2010/2011	2011/2012	2012/2013
Prison Grade	16.0	17.0	16.1
Industrial	11.8	11.7	12.9
General Service	11.6	10.5	11.2
Driving Examiner	9.0	8.9	10.8
Support Grade Staff	9.6	10.4	10.4
Secretarial/Typing	11.3	9.4	10.1
Statistician	6.6	9.0	9.5
Planning	6.2	8.1	7.3
Other	8.1	7.4	7.3
Drawing Officer	8.0	8.5	7.2
Scientific Officer	7.9	5.7	6.9
Civil Eng (inc assistants)	4.6	5.0	6.5
Agricultural Inspector	6.0	5.8	6.3
Computing	5.8	5.7	5.1

**Green** text denotes a reduction from the previous financial year

**Red** text denotes an increase from the previous financial year

## Appendix 3

Table 3.3: 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	1.0	7.7	9.4	0.4	3.5	4.3
DCAL	1.3	6.6	8.5	0.6	3.0	3.9
DE	1.3	7.7	9.6	0.6	3.5	4.4
DEL	1.4	9.0	11.5	0.6	4.1	5.3
DETI	1.5	5.9	8.1	0.7	2.7	3.7
DFP	1.7	8.4	10.5	0.8	3.9	4.8
DHSSPS	1.4	7.2	8.8	0.6	3.3	4.0
DOE	1.3	7.7	9.4	0.6	3.5	4.3
DOJ	1.3	10.2	12.9	0.6	4.7	5.9
DRD	1.0	7.5	8.5	0.4	3.4	3.9
DSD	1.8	8.6	11.4	0.8	3.9	5.2
OFMDFM	1.1	6.6	7.8	0.5	3.0	3.6
PPS	1.5	8.5	10.2	0.7	3.9	4.7
<b>NICS Overall</b>	<b>1.4</b>	<b>8.4</b>	<b>10.6</b>	<b>0.7</b>	<b>3.8</b>	<b>4.9</b>

Table 3.4: 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+	0.6	3.5	4.2	0.3	1.6	1.9
G6	0.5	5.5	6.0	0.2	2.5	2.7
G7	0.7	4.8	6.0	0.3	2.2	2.8
DP	0.9	5.8	6.9	0.4	2.6	3.2
SO	1.1	6.5	8.0	0.5	3.0	3.6
EOI	1.3	7.4	9.2	0.6	3.4	4.2
EOII	1.5	7.6	10.0	0.7	3.5	4.6
AO	2.0	10.2	13.1	0.9	4.7	6.0
AA	1.9	9.7	12.6	0.8	4.4	5.7
Industrials	1.1	11.5	12.9	0.5	5.3	5.9
Prison Grade	1.1	12.6	16.1	0.5	5.9	7.5
<b>NICS Overall</b>	<b>1.4</b>	<b>8.4</b>	<b>10.6</b>	<b>0.7</b>	<b>3.8</b>	<b>4.9</b>

Table 3.5: 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	1.3	6.9	8.8	0.6	3.1	4.0
Female	1.6	10.1	12.6	0.7	4.6	5.8
<b>NICS Overall</b>	<b>1.4</b>	<b>8.4</b>	<b>10.6</b>	<b>0.7</b>	<b>3.8</b>	<b>4.9</b>

Table 3.6: 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	2.2	4.8	7.7	1.0	2.1	3.4
25-34	2.0	7.9	10.6	0.9	3.6	4.8
35-44	1.5	8.0	10.2	0.7	3.7	4.7
45-54	1.1	8.3	10.4	0.5	3.8	4.8
55+	1.1	10.2	12.0	0.5	4.7	5.5
<b>NICS Overall</b>	<b>1.4</b>	<b>8.4</b>	<b>10.6</b>	<b>0.7</b>	<b>3.8</b>	<b>4.9</b>

## Appendix 3

Table 3.7: % of Available Working Days Lost by Department

Department	% of Available Working Days Lost					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
DARD	5.0	3.5	3.9	3.9	3.6	4.3
DCAL	5.2	3.3	3.1	3.4	3.6	3.9
DE	5.4	4.1	4.7	3.8	3.6	4.4
DEL	6.2	5.0	4.8	4.8	5.2	5.3
DETI	3.4	3.3	3.7	3.7	3.3	3.7
DFP	5.2	4.9	4.6	4.3	4.2	4.8
DHSSPS	4.7	3.6	4.2	3.8	3.2	4.0
DOE	5.0	4.3	4.4	4.2	4.5	4.3
DOJ	n/a	n/a	n/a	5.8	5.7	5.9
DRD	4.1	3.6	3.0	3.9	3.7	3.9
DSD	7.6	6.5	6.5	6.1	5.1	5.2
OFMDFM	4.4	3.1	3.4	2.4	4.0	3.6
PPS	n/a	n/a	n/a	4.6	4.4	4.7
<b>NICS Overall</b>	<b>5.8</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>

Table 3.8: % of Available Working Days Lost by Grade Level

Grade Level	% of Available Working Days Lost					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
G5+	1.4	2.2	1.6	2.4	1.3	1.9
G6	2.1	1.6	0.9	1.7	1.5	2.7
G7	3.0	2.1	2.2	2.2	2.5	2.8
DP	3.4	2.8	3.0	3.0	2.9	3.2
SO	4.0	3.4	3.2	3.5	3.5	3.6
EOI	4.7	4.0	4.2	4.3	3.7	4.2
EOII	6.5	5.3	5.6	5.1	4.7	4.6
AO	7.9	6.7	6.7	5.9	5.3	6.0
AA	7.1	6.5	6.1	5.6	5.6	5.7
Industrial	n/a	n/a	n/a	5.3	5.5	5.9
Prison Grade	n/a	n/a	n/a	7.5	8.0	7.5
<b>NICS Overall</b>	<b>5.8</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>

Table 3.9: % of Available Working Days Lost by Gender

Gender	% of Available Working Days Lost					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
Male	4.2	3.5	3.5	3.9	3.8	4.0
Female	7.5	6.4	6.4	5.9	5.4	5.8
<b>NICS Overall</b>	<b>5.8</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>

Table 3.10: % of Available Working Days Lost by Age Group

Age Group	% of Available Working Days Lost					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
16-24	5.7	4.6	5.1	4.4	4.2	3.4
25-34	6.2	5.2	5.0	4.6	4.7	4.8
35-44	5.6	4.6	4.8	5.0	4.5	4.7
45-54	5.4	4.8	4.9	4.8	4.4	4.8
55+	6.8	5.7	5.1	5.4	5.2	5.5
<b>NICS Overall</b>	<b>5.8</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.6</b>	<b>4.9</b>

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.

**Table 4.1: Onset of Absence by Month**

Month	% of Spells Starting in Month		
	Self-Certified	Certified	Overall
April	6.8	7.6	7.0
May	7.9	8.2	8.1
June	6.2	7.4	6.5
July	5.6	7.7	6.3
August	5.7	8.0	6.4
September	6.7	8.7	7.3
October	10.5	9.9	10.2
November	10.6	9.3	10.1
December	9.1	7.2	8.5
January	12.1	10.9	11.7
February	9.6	7.6	9.0
March	9.3	7.5	8.8

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

Month	% of Spells Starting in Month
April	7.6
May	9.3
June	8.5
July	8.3
August	8.5
September	8.2
October	9.8
November	9.5
December	7.8
January	9.0
February	6.7
March	6.8

**Table 4.3: Onset of Absence by Weekday**

Weekday	% of Spells Starting on Weekday		
	Self-Certified	Certified	Overall
Sunday	0.4	1.5	0.7
Monday <sup>1</sup>	32.8	32.9	32.9
Tuesday	22.3	19.6	21.5
Wednesday	19.7	17.8	19.0
Thursday	15.7	15.7	15.8
Friday	8.4	10.8	9.1
Saturday	0.6	1.7	0.9

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



## **Appendix 5**

### **Standardised Departmental Absence Levels**



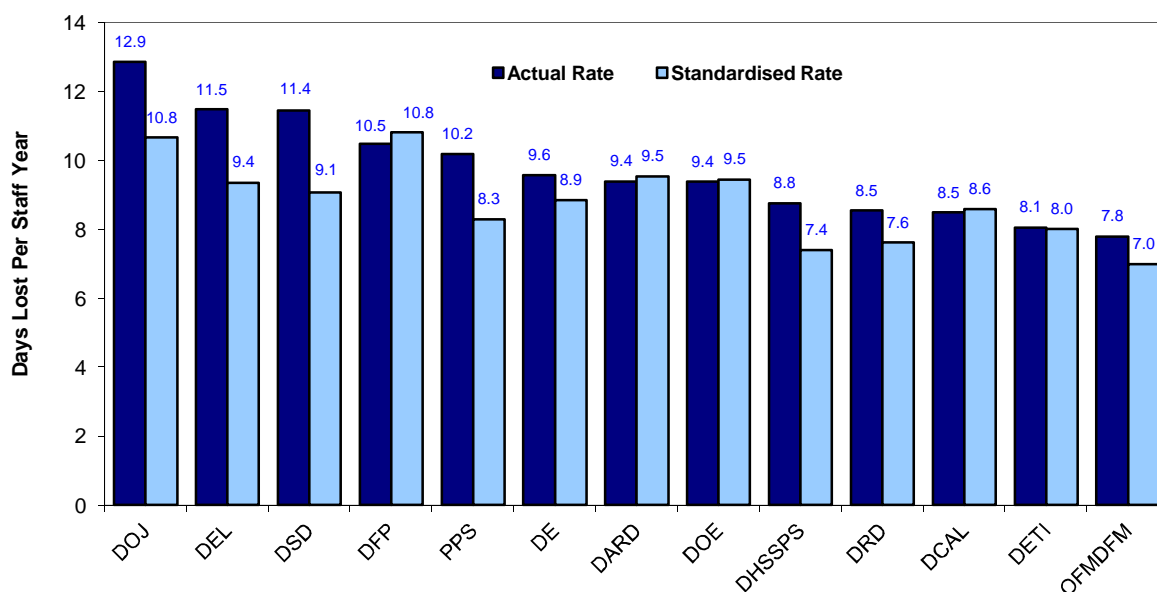
## Appendix 5

## Standardised Departmental Absence Levels

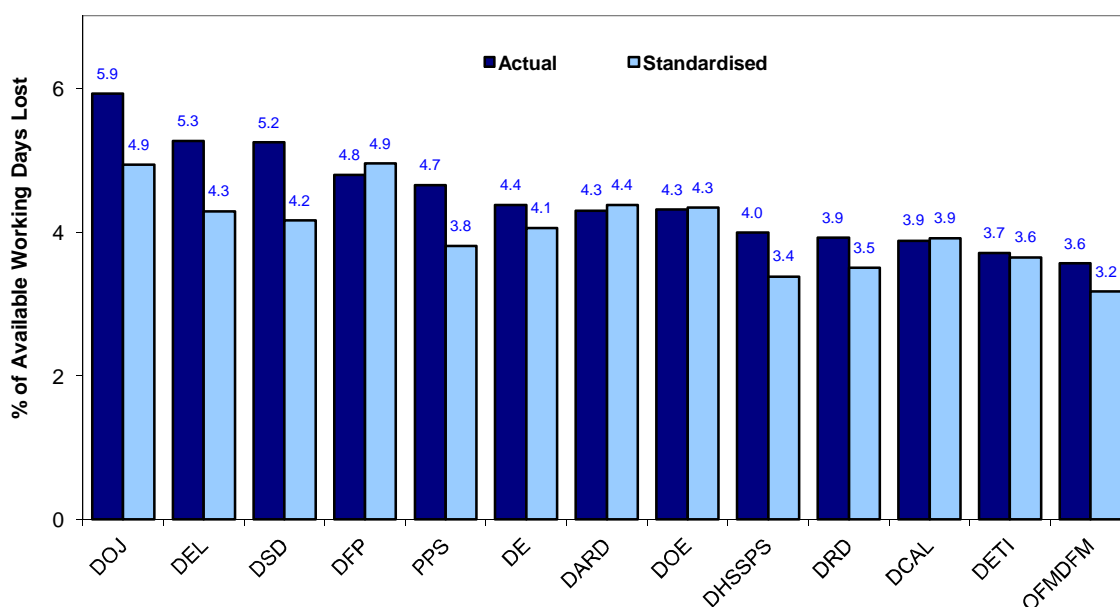
The following figures show the extent to which a Department's staffing profile can influence its overall absence level. In Figures 5.1 and 5.2 below, the staffing profile of each Department has been standardised by grade level, gender and age group to that of the NICS as a whole.

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

**Figure 5.1: Working Days Lost Per Staff Year**



**Figure 5.2: % of Available Working Days Lost**





## **Appendix 6**

### **(Tables Relating to Chapter 2)**



## Tables Relating to Chapter 2

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

Department	Self Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
DARD	0.3	2.9	0.2	35.3	0.6	15.6
DCAL	0.5	2.8	0.2	29.0	0.8	11.3
DE	0.5	2.7	0.2	31.0	0.8	11.9
DEL	0.5	3.0	0.3	34.0	0.8	14.1
DETI	0.5	2.7	0.2	32.4	0.8	10.2
DFP	0.6	2.8	0.3	32.6	0.9	11.6
DHSSPS	0.5	2.9	0.2	36.0	0.7	11.9
DOE	0.4	3.0	0.2	33.6	0.7	13.6
DOJ	0.4	3.2	0.3	29.7	0.8	16.0
DRD	0.3	3.1	0.2	37.2	0.5	16.1
DSD	0.6	3.0	0.3	33.1	1.0	11.9
OFMDFM	0.4	2.6	0.2	37.6	0.6	12.4
PPS	0.5	2.9	0.2	35.3	0.8	12.7
<b>NICS Overall</b>	<b>0.5</b>	<b>3.0</b>	<b>0.3</b>	<b>33.0</b>	<b>0.8</b>	<b>13.3</b>

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

Grade Level	Self Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
G5+	0.2	3.1	0.1	41.3	0.3	13.7
G6	0.2	2.6	0.1	44.2	0.3	18.8
G7	0.3	2.4	0.1	33.1	0.5	13.0
DP	0.3	2.6	0.2	35.7	0.5	13.1
SO	0.4	2.8	0.2	33.0	0.6	12.6
EOI	0.4	2.9	0.2	30.7	0.7	13.0
EOII	0.5	3.0	0.2	32.3	0.8	12.1
AO	0.7	3.0	0.3	30.5	1.1	12.2
AA	0.7	2.8	0.3	31.4	1.1	11.6
Industrial	0.3	3.5	0.3	41.8	0.6	21.0
Prison Grade	0.3	4.1	0.3	41.1	0.6	25.3
<b>NICS Overall</b>	<b>0.5</b>	<b>3.0</b>	<b>0.3</b>	<b>33.0</b>	<b>0.8</b>	<b>13.3</b>

## Appendix 6

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

Gender	Self Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
Male	0.4	3.1	0.2	35.3	0.7	13.2
Female	0.5	2.9	0.3	31.5	0.9	13.4
<b>NICS Overall</b>	<b>0.5</b>	<b>3.0</b>	<b>0.3</b>	<b>33.0</b>	<b>0.8</b>	<b>13.3</b>

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

Age Group	Self Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
16-24	0.8	2.7	0.2	23.4	1.1	7.0
25-34	0.7	2.9	0.3	28.2	1.1	9.9
35-44	0.5	3.0	0.2	33.1	0.8	12.7
45-54	0.4	3.1	0.2	35.1	0.7	15.7
55+	0.3	3.2	0.3	36.4	0.7	17.9
<b>NICS Overall</b>	<b>0.5</b>	<b>3.0</b>	<b>0.3</b>	<b>33.0</b>	<b>0.8</b>	<b>13.3</b>

## Appendix 6

Table 6.5: Number of Absence Spells - % of Staff

Number of Absence Spells	% of Staff					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
0	43.1	49.8	50.1	51.8	53.7	52.3
1	32.8	31.9	31.6	31.9	30.7	32.0
2	15.7	12.9	12.6	11.8	11.2	11.4
3	5.4	3.7	4.0	3.2	3.1	3.1
4	1.6	1.0	1.0	0.8	0.7	0.7
5	0.7	0.4	0.4	0.3	0.3	0.3
6+	0.6	0.3	0.4	0.3	0.3	0.3

Table 6.6: Duration of Absence Spells - % of Spells

Duration of Absence Spells (Working Days)	% of Spells					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
1-2	37.2	34.5	33.0	31.3	31.6	29.7
3-5	35.7	36.5	37.5	36.9	36.3	37.7
6-10	7.1	7.7	8.5	8.3	8.3	8.5
11-20	6.9	7.1	6.9	7.7	7.8	8.4
More than 20	13.1	14.2	14.1	15.8	15.9	15.7

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

Department	Average Duration (Working Days)					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
DARD	4.3	4.3	4.6	4.5	4.5	4.7
DCAL	3.8	4.0	4.1	4.1	4.0	4.6
DE	3.8	3.8	4.3	4.4	4.2	4.4
DEL	4.4	4.5	4.5	4.5	4.8	4.6
DETI	4.0	3.8	4.2	4.1	4.5	4.0
DFP	3.9	4.2	4.4	4.2	4.3	4.2
DHSSPS	3.6	4.0	4.2	4.3	4.2	4.2
DOE	3.8	3.9	4.4	4.5	4.7	4.7
DOJ	n/a	n/a	n/a	5.0	5.0	6.0
DRD	4.3	4.2	4.5	4.6	4.7	4.6
DSD	4.3	4.5	4.4	4.4	4.2	4.3
OFMDFM	4.0	4.2	4.1	4.0	4.7	3.8
PPS	n/a	n/a	n/a	5.2	4.5	4.5
<b>NICS Overall</b>	<b>4.1</b>	<b>4.3</b>	<b>4.4</b>	<b>4.5</b>	<b>4.5</b>	<b>4.6</b>

Green text denotes a reduction from the previous financial year

Red text denotes an increase from the previous financial year

## Appendix 6

Table 6.8: Distribution of Working Days Lost

Cumulative Number of Working Days Lost	% of Staff		
	2010/2011	2011/2012	2012/2013
0	51.8	53.7	52.3
1-5	23.1	22.2	23.0
6-10	8.1	7.7	8.2
11-15	3.1	2.8	3.2
16-20	2.1	1.9	1.8
More than 20	11.8	11.7	11.6

Table 6.9: Duration of Absence in Working Days Lost

Duration of Absence (Working Days)	% of Working Days Lost		
	2010/2011	2011/2012	2012/2013
1-2	3.6	3.7	3.5
3-5	10.7	10.7	11.0
6-10	5.0	5.2	5.2
11-20	8.7	9.1	9.6
More than 20	72.0	71.3	70.7

Table 6.10: 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	61.6	56.0	54.7	51.7	53.8	50.2	55.5	55.4	55.4	63.2	46.0	63.7	49.0	<b>52.3</b>
1	27.4	30.1	28.2	34.4	31.4	31.4	29.6	32.0	30.1	27.5	34.6	25.5	36.5	<b>32.0</b>
2	8.6	9.3	13.0	9.9	10.9	13.0	11.0	9.3	9.8	7.4	13.7	8.1	12.0	<b>11.4</b>
3	1.9	3.6	2.7	2.9	2.8	3.6	2.9	2.4	2.6	1.4	4.4	1.9	1.5	<b>3.1</b>
4	0.4	0.6	0.6	0.7	0.8	1.1	0.5	0.4	1.1	0.4	0.6	0.2	0.5	<b>0.7</b>
5	0.1	0.3	0.6	0.3	0.4	0.4	0.3	0.2	0.5	0.0	0.3	0.2	0.3	<b>0.3</b>
6+	0.1	0.0	0.2	0.2	0.0	0.3	0.2	0.2	0.6	0.1	0.4	0.2	0.2	<b>0.3</b>

## **Appendix 7**

### **(Tables Relating to Chapter 3)**



## Tables Relating to Chapter 3

Table 7.1: 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	0.0	1.3	1.4
Asthma	0.0	0.0	0.0
Back Problems	0.0	0.2	0.3
Benign and Malignant Tumours, Cancers	0.0	0.2	0.2
Blood Disorders	0.0	0.0	0.0
Burns, Poisoning, Frostbite, Hypothermia	0.0	0.0	0.0
Chest and Respiratory Problems	0.0	0.1	0.2
Cold, Cough, Flu, Influenza	0.2	0.1	0.3
Dental and Oral Problems	0.0	0.0	0.0
Ear, Nose, Throat	0.0	0.1	0.1
Endocrine/Glandular Problems	0.0	0.0	0.0
Eye Problems	0.0	0.0	0.0
Gastrointestinal Problems	0.1	0.2	0.4
Genitourinary and Gynaecological Disorders	0.0	0.1	0.2
Headache/Migraine	0.0	0.0	0.0
Heart, Cardiac and Circulatory Problems	0.0	0.2	0.2
Infectious Diseases	0.0	0.0	0.0
Injury, Fracture	0.0	0.3	0.4
Nervous System Disorders	0.0	0.1	0.1
Other Known Causes - Not Elsewhere Classified	0.0	0.3	0.3
Other Musculoskeletal Problems	0.0	0.2	0.2
Pregnancy Related Disorders	0.0	0.3	0.3
Skin Disorders	0.0	0.0	0.0
Substance Abuse	0.0	0.0	0.0
No Reason Specified	0.0	0.0	0.1
<b>NICS Overall</b>	<b>0.7</b>	<b>3.8</b>	<b>4.9</b>

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

## Appendix 7

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

Reason for Absence	% of Spells				
	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
Anxiety/Stress/Depression/Other Psychiatric Illnesses	8.0	9.3	10.4	10.7	10.9
Asthma	0.4	0.3	0.3	0.3	0.3
Back Problems	3.6	3.9	5.0	5.2	4.6
Benign and Malignant Tumours, Cancers	0.5	0.6	0.8	0.9	1.0
Blood Disorders	0.4	0.5	0.4	0.4	0.3
Burns, Poisoning, Frostbite, Hypothermia	0.2	0.2	0.2	0.1	0.1
Chest and Respiratory Problems	5.1	4.4	5.3	5.1	5.3
Cold, Cough, Flu, Influenza	24.2	27.4	23.0	19.8	22.7
Dental and Oral Problems	0.8	0.8	0.9	0.9	0.7
Ear, Nose, Throat	3.4	4.7	4.5	5.2	4.4
Endocrine/Glandular Problems	0.4	0.5	0.4	0.4	0.4
Eye Problems	0.7	0.8	0.9	1.0	0.9
Gastrointestinal Problems	16.4	17.9	18.0	19.3	19.3
Genitourinary and Gynaecological Disorders	1.5	2.0	2.2	2.6	2.4
Headache/Migraine	2.6	3.2	2.7	2.9	2.4
Heart, Cardiac and Circulatory Problems	1.1	1.1	1.5	1.4	1.4
Infectious Diseases	2.9	0.6	0.5	0.6	0.5
Injury, Fracture	4.6	4.1	5.7	5.3	5.0
Nervous System Disorders	0.6	0.7	0.7	0.6	0.6
Other Known Causes - Not Elsewhere Classified	n/a	n/a	1.2	3.6	4.4
Other Musculoskeletal Problems	1.7	2.5	2.9	3.3	2.9
Pregnancy Related Disorders	6.1	7.1	6.1	7.9	7.0
Skin Disorders	0.5	0.6	0.6	0.6	0.6
Substance Abuse	0.1	0.1	0.2	0.1	0.1
No Reason Specified	14.4	6.7	5.6	2.0	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>

**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 7.3: % 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	2012/2013
Anxiety/Stress/Depression/Other Psychiatric Illnesses	26.7	30.5	29.8	29.0	29.8
Asthma	0.4	0.3	0.2	0.2	0.2
Back Problems	4.1	4.7	6.3	6.5	5.6
Benign and Malignant Tumours, Cancers	2.6	3.7	3.5	4.0	4.4
Blood Disorders	1.0	1.2	0.7	0.6	0.5
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.1	0.1	0.1	0.0
Chest and Respiratory Problems	2.8	3.2	3.1	3.4	3.3
Cold, Cough, Flu, Influenza	7.1	9.3	6.3	5.3	6.2
Dental and Oral Problems	0.2	0.2	0.2	0.2	0.2
Ear, Nose, Throat	1.7	2.4	2.1	2.5	2.1
Endocrine/Glandular Problems	0.8	0.5	0.6	0.5	0.6
Eye Problems	0.6	0.9	0.8	0.9	0.9
Gastrointestinal Problems	6.1	7.5	6.6	7.7	7.7
Genitourinary and Gynaecological Disorders	1.6	2.8	2.9	3.0	3.3
Headache/Migraine	0.9	1.1	1.1	1.1	1.0
Heart, Cardiac and Circulatory Problems	3.0	3.0	4.0	3.5	3.8
Infectious Diseases	1.5	0.4	0.4	0.4	0.4
Injury, Fracture	6.4	6.0	9.8	9.1	8.3
Nervous System Disorders	1.1	1.7	1.9	1.3	1.4
Other Known Causes - Not Elsewhere Classified	n/a	n/a	1.7	5.0	6.7
Other Musculoskeletal Problems	2.8	4.4	4.8	5.8	4.9
Pregnancy Related Disorders	7.9	6.8	5.6	6.9	6.4
Skin Disorders	0.5	0.7	0.6	0.6	0.7
Substance Abuse	0.3	0.3	0.5	0.3	0.2
No Reason Specified	20.0	8.3	6.2	2.1	1.5
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

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

Sub-reason for Absence	% of Working Days Lost		% of Spells	
	2011/2012	2012/2013	2011/2012	2012/2013
Anxiety	14.7	15.8	16.6	16.6
Depression - Not Pregnancy Related	15.9	14.8	13.1	11.4
Stress - Not Work Related	25.3	26.3	29.6	31.6
Stress - Work Related	26.0	30.8	22.6	24.0
Other <sup>1</sup>	4.2	3.4	4.3	3.6
No Reason Specified	13.8	8.9	13.7	12.7
<b>Anxiety/Stress/Depression/Other Psychiatric Illnesses</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

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

## Appendix 7

Table 7.5: Average Duration by Reason for Absence

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

**Green** text denotes a reduction from the previous financial year

**Red** text denotes an increase from the previous financial year



## **Appendix 8**

### **(Tables Relating to Chapter 4)**



## Tables Relating to Chapter 4

Table 8.1: Long-term Absence by Grade Level

Grade Level	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
G5+	5.0	62.6	75.2
G6	7.0	68.2	79.2
G7	6.6	67.7	73.4
DP	8.0	62.8	72.5
SO	9.1	61.3	70.2
EOI	10.6	58.9	67.5
EOII	11.7	58.6	68.5
AO	15.4	57.0	67.4
AA	15.8	55.1	69.1
Industrial	13.7	74.9	79.5
Prison Grade	21.0	63.8	83.3
<b>NICS Overall</b>	<b>12.5</b>	<b>60.0</b>	<b>70.7</b>

Table 8.2: Long-term Absence by Gender

Gender	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
Male	10.0	62.6	71.0
Female	15.2	58.2	70.4
<b>NICS Overall</b>	<b>12.5</b>	<b>60.0</b>	<b>70.7</b>

Table 8.3: Long-term Absence by Age Group

Age Group	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
16-24	9.3	45.1	54.2
25-34	12.4	52.7	61.7
35-44	12.1	58.8	70.0
45-54	11.9	64.3	74.2
55+	14.6	63.4	76.9
<b>NICS Overall</b>	<b>12.5</b>	<b>60.0</b>	<b>70.7</b>

## Appendix 8

Table 8.4: Long-term Absence by Grade Level

Grade Level	% of Days Lost due to Long-term Absence					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
G5+	51.7	78.2	77.1	77.2	76.4	75.2
G6	70.3	74.3	61.9	84.2	75.9	79.2
G7	66.6	63.3	72.3	70.1	76.2	73.4
DP	64.7	66.7	71.4	71.7	68.9	72.5
SO	65.1	68.0	68.0	72.1	72.6	70.2
EOI	67.2	70.4	71.3	73.7	71.3	67.5
EOII	72.0	69.3	70.4	71.6	68.6	68.5
AO	71.2	71.9	69.8	68.3	67.5	67.4
AA	67.9	73.1	68.5	70.5	70.0	69.1
Industrial	n/a	n/a	n/a	n/a	80.9	79.5
Prison Grade	n/a	n/a	n/a	n/a	82.8	83.3
<b>NICS Overall</b>	<b>69.4</b>	<b>70.6</b>	<b>70.0</b>	<b>72.0</b>	<b>71.3</b>	<b>70.7</b>

Table 8.5: Long-term Absence by Gender

Gender	% of Days Lost due to Long-term Absence					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
Male	65.7	66.4	65.4	71.5	72.0	71.0
Female	71.6	72.9	72.6	72.4	70.7	70.4
<b>NICS Overall</b>	<b>69.4</b>	<b>70.6</b>	<b>70.0</b>	<b>72.0</b>	<b>71.3</b>	<b>70.7</b>

Table 8.6: Long-term Absence by Age Group

Age Group	% of Days Lost due to Long-term Absence					
	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
16 - 24	60.7	55.2	56.0	54.1	53.7	54.2
25 - 34	66.0	65.9	61.5	61.0	62.4	61.7
35 - 44	69.8	69.4	70.2	72.9	69.9	70.0
45 - 54	71.6	75.6	76.3	76.6	75.2	74.2
55+	78.0	81.4	78.5	80.5	80.2	76.9
<b>NICS Overall</b>	<b>69.4</b>	<b>70.6</b>	<b>70.0</b>	<b>72.0</b>	<b>71.3</b>	<b>70.7</b>

**Green** text denotes a reduction from the previous financial year

**Red** text denotes an increase from the previous financial year

## Appendix 8

Table 8.7: 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	2012/2013
Anxiety/Stress/Depression/Other Psychiatric Illnesses	34.2	39.5	37.0	35.8	37.1
Asthma	0.3	0.4	-	-	0.1
Back Problems	4.1	4.6	6.5	6.6	5.8
Benign and Malignant Tumours, Cancers	3.5	5.1	4.7	5.4	5.8
Blood Disorders	1.2	1.4	0.8	0.6	0.5
Burns, Poisoning, Frostbite, Hypothermia	-	-	-	0.0	-
Chest and Respiratory Problems	1.3	2.3	1.7	2.3	1.8
Cold, Cough, Flu, Influenza	0.9	1.5	0.6	0.6	0.4
Dental and Oral Problems	-	-	n/a	-	-
Ear, Nose, Throat	0.8	1.2	0.9	1.3	1.1
Endocrine/Glandular Problems	1.0	0.5	0.7	0.5	0.7
Eye Problems	0.5	1.0	0.8	0.7	1.0
Gastrointestinal Problems	3.6	5.0	4.1	4.9	4.9
Genitourinary and Gynaecological Disorders	1.6	3.0	3.1	3.0	3.4
Headache/Migraine	0.7	0.7	0.9	0.7	0.7
Heart, Cardiac and Circulatory Problems	3.8	3.8	4.9	4.4	4.8
Infectious Diseases	0.9	0.2	0.2	0.2	0.2
Injury, Fracture	6.8	6.6	10.8	10.3	9.2
Nervous System Disorders	1.4	2.2	2.4	1.6	1.7
Other Known Causes - Not Elsewhere Classified	n/a	n/a	1.8	5.3	7.2
Other Musculoskeletal Problems	3.1	5.1	5.5	6.7	5.5
Pregnancy Related Disorders	8.2	6.3	5.0	5.8	5.6
Skin Disorders	0.4	0.6	0.6	0.5	0.7
Substance Abuse	0.3	0.3	0.6	0.3	0.2
No Reason Specified	21.3	8.7	6.3	2.1	1.4
<b>NICS Overall</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

**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.

## Appendix 8

Table 8.8: % of Staff with one or more Long-term Absence by Department

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

Table 8.9: % of Staff with one or more Long-term Absence by Grade Level

Grade Level	% of Staff with 1 or more Long-term Absence		
	2010/2011	2011/2012	2012/2013
G5+	4.6	2.2	4.1
G6	4.3	3.0	5.7
G7	4.3	5.0	4.9
DP	6.3	6.0	5.8
SO	7.8	7.6	6.9
EOI	8.4	7.9	7.9
EOII	10.7	9.9	8.7
AO	11.9	11.2	11.7
AA	10.0	10.6	10.7
Industrial	12.1	11.0	12.3
Prison Grade	18.6	20.6	17.6
<b>NICS Overall</b>	<b>10.8</b>	<b>10.4</b>	<b>10.4</b>

Table 8.10: % of Staff with one or more Long-term Absence by Gender

Gender	% of Staff with 1 or more Long-term Absence		
	2010/2011	2011/2012	2012/2013
Male	8.9	8.7	8.7
Female	12.7	12.2	12.2
Female Adjusted*	11.3	10.6	10.8
<b>NICS Overall</b>	<b>10.8</b>	<b>10.4</b>	<b>10.4</b>

Table 8.11: % of Staff with one or more Long-term Absence by Age Group

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

**Green** text denotes a reduction from the previous financial year

**Red** text denotes an increase from the previous financial year

\* Excludes absences due to Pregnancy Related Disorders.

## **Appendix 9**

### **Contribution to overall Working Days Lost**



## Appendix 9

## Contribution to overall Working Days Lost

The tables presented in this Appendix show the main components of absence (Department, grade level, gender, age group, reason and duration) and how these components have contributed to the overall level of absence in the NICS (10.6 days lost per staff year). It also shows how the contribution of these components has changed when compared with the previous year.

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

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

Department	No. of Days Lost per Staff Year		
	2011/2012	2012/2013	Change
DARD	0.85	1.02	0.17
DCAL	0.08	0.09	0.01
DE	0.17	0.21	0.04
DEL	0.82	0.84	0.02
DETI	0.12	0.13	0.01
DFP	1.15	1.29	0.14
DHSSPS	0.16	0.19	0.03
DOE	0.93	0.91	-0.02
DOJ	1.85	1.86	0.01
DRD	0.71	0.73	0.02
DSD	2.87	2.96	0.09
OFMDFM	0.11	0.10	-0.01
PPS	0.20	0.20	0.00
<b>NICS Overall</b>	<b>10.1</b>	<b>10.6</b>	<b>0.52</b>

**Table 9.2: 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		
	2011/2012	2012/2013	Change
G5+	0.03	0.04	0.01
G6	0.04	0.06	0.02
G7	0.24	0.27	0.03
DP	0.54	0.61	0.07
SO	0.94	0.96	0.02
EOI	0.96	1.16	0.20
EOII	1.72	1.65	-0.07
AO	3.28	3.59	0.31
AA	0.80	0.75	-0.05
Industrials	0.49	0.51	0.02
Prison Grade	1.05	0.97	-0.08
<b>NICS Overall</b>	<b>10.1</b>	<b>10.6</b>	<b>0.52</b>

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

## Appendix 9

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

Gender	No. of Days Lost per Staff Year		
	2011/2012	2012/2013	Change
Male	4.48	4.65	0.17
Female	5.59	5.93	0.34
<b>NICS Overall</b>	<b>10.1</b>	<b>10.6</b>	<b>0.52</b>

Table 9.4: 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		
	2011/2012	2012/2013	Change
16-24	0.22	0.13	-0.09
25-34	2.34	2.33	-0.01
35-44	2.52	2.58	0.06
45-54	3.30	3.63	0.33
55+	1.69	1.92	0.23
<b>NICS Overall</b>	<b>10.1</b>	<b>10.6</b>	<b>0.52</b>

Table 9.5: 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		
	2011/2012	2012/2013	Change
Anxiety/Stress/Depression/Other Psychiatric Illnesses	2.92	3.16	0.24
Asthma	0.02	0.02	0.00
Back Problems	0.65	0.60	-0.05
Benign and Malignant Tumours, Cancers	0.41	0.47	0.06
Blood Disorders	0.06	0.05	-0.01
Burns, Poisoning, Frostbite, Hypothermia	0.01	0.00	-0.01
Chest and Respiratory Problems	0.35	0.35	0.00
Cold, Cough, Flu, Influenza	0.53	0.65	0.12
Dental and Oral Problems	0.02	0.02	0.00
Ear, Nose, Throat	0.25	0.22	-0.03
Endocrine/Glandular Problems	0.05	0.07	0.02
Eye Problems	0.09	0.10	0.01
Gastrointestinal Problems	0.78	0.81	0.03
Genitourinary and Gynaecological Disorders	0.30	0.35	0.05
Headache/Migraine	0.11	0.10	-0.01
Heart, Cardiac and Circulatory Problems	0.36	0.40	0.04
Infectious Diseases	0.04	0.04	0.00
Injury, Fracture	0.92	0.88	-0.04
Nervous System Disorders	0.13	0.14	0.01
Other Known Causes - Not Elsewhere Classified	0.51	0.71	0.20
Other Musculoskeletal Problems	0.58	0.52	-0.06
Pregnancy Related Disorders	0.69	0.68	-0.01
Skin Disorders	0.06	0.07	0.01
Substance Abuse	0.03	0.02	-0.01
No Reason Specified	0.21	0.16	-0.05
<b>NICS Overall</b>	<b>10.1</b>	<b>10.6</b>	<b>0.52</b>

<sup>1</sup> The Change figures in this table are calculated from unrounded figures.<sup>2</sup> The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

## Appendix 9

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

Department / Grade Level		Days Lost per Staff Year		
		2011/ 2012	2012/ 2013	Change
DARD	G7+	0.05	0.05	0.00
	DP	0.05	0.03	-0.02
	SO	0.12	0.17	0.05
	EOI	0.13	0.13	0.00
	EOII	0.12	0.12	0.00
	AO	0.12	0.21	0.09
	AA	0.10	0.11	0.01
	Industrial	0.16	0.19	0.03
	Prison Grade	n/a	n/a	n/a
<b>DARD Overall</b>		<b>0.85</b>	<b>1.02</b>	<b>0.17</b>
DCAL	G7+	0.00	0.00	0.00
	DP	0.01	0.01	0.00
	SO	0.03	0.02	-0.01
	EOI	0.01	0.02	0.01
	EOII	0.01	0.01	0.00
	AO	0.01	0.02	0.01
	AA	0.00	0.01	0.01
	Industrial	0.01	0.00	-0.01
	Prison Grade	n/a	n/a	n/a
<b>DCAL Overall</b>		<b>0.08</b>	<b>0.09</b>	<b>0.01</b>
DE	G7+	0.02	0.03	0.01
	DP	0.02	0.02	0.00
	SO	0.02	0.02	0.00
	EOI	0.01	0.02	0.01
	EOII	0.03	0.03	0.00
	AO	0.06	0.06	0.00
	AA	0.01	0.02	0.01
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
<b>DE Overall</b>		<b>0.17</b>	<b>0.21</b>	<b>0.04</b>
DEL	G7+	0.00	0.02	0.02
	DP	0.02	0.04	0.02
	SO	0.07	0.06	-0.01
	EOI	0.12	0.14	0.02
	EOII	0.31	0.27	-0.04
	AO	0.28	0.29	0.01
	AA	0.02	0.02	0.00
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
<b>DEL Overall</b>		<b>0.82</b>	<b>0.84</b>	<b>0.02</b>
DETI	G7+	0.01	0.01	0.00
	DP	0.01	0.01	0.00
	SO	0.02	0.02	0.00
	EOI	0.02	0.02	0.00
	EOII	0.03	0.02	-0.01
	AO	0.02	0.04	0.02
	AA	0.01	0.01	0.00
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
<b>DETI Overall</b>		<b>0.12</b>	<b>0.13</b>	<b>0.01</b>
Department / Grade Level		Days Lost per Staff Year		
		2011/ 2012	2012/ 2013	Change
DFP	G7+	0.07	0.09	0.02
	DP	0.11	0.14	0.03
	SO	0.13	0.15	0.02
	EOI	0.16	0.17	0.01
	EOII	0.16	0.17	0.01
	AO	0.39	0.44	0.05
	AA	0.11	0.12	0.01
	Industrial	0.02	0.01	-0.01
	Prison Grade	n/a	n/a	n/a
<b>DFP Overall</b>		<b>1.15</b>	<b>1.29</b>	<b>0.14</b>
DHSSPS	G7+	0.02	0.03	0.01
	DP	0.04	0.05	0.01
	SO	0.03	0.03	0.00
	EOI	0.03	0.03	0.00
	EOII	0.01	0.01	0.00
	AO	0.01	0.02	0.01
	AA	0.02	0.02	0.00
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
<b>DHSSPS Overall</b>		<b>0.16</b>	<b>0.19</b>	<b>0.03</b>
DOE	G7+	0.02	0.03	0.01
	DP	0.07	0.09	0.02
	SO	0.16	0.12	-0.04
	EOI	0.10	0.13	0.03
	EOII	0.09	0.09	0.00
	AO	0.38	0.36	-0.02
	AA	0.08	0.07	-0.01
	Industrial	0.03	0.03	0.00
	Prison Grade	n/a	n/a	n/a
<b>DOE Overall</b>		<b>0.93</b>	<b>0.91</b>	<b>-0.02</b>
DOJ	G7+	0.03	0.02	-0.01
	DP	0.07	0.05	-0.02
	SO	0.13	0.13	0.00
	EOI	0.03	0.15	0.12
	EOII	0.18	0.14	-0.04
	AO	0.29	0.33	0.04
	AA	0.05	0.05	0.00
	Industrial	0.02	0.02	0.00
	Prison Grade	1.05	0.97	-0.08
<b>DOJ Overall</b>		<b>1.85</b>	<b>1.86</b>	<b>0.01</b>
DRD	G7+	0.01	0.01	0.00
	DP	0.02	0.04	0.02
	SO	0.06	0.10	0.04
	EOI	0.12	0.12	0.00
	EOII	0.06	0.04	-0.02
	AO	0.17	0.13	-0.04
	AA	0.03	0.03	0.00
	Industrial	0.25	0.26	0.01
	Prison Grade	n/a	n/a	n/a
<b>DRD Overall</b>		<b>0.71</b>	<b>0.73</b>	<b>0.02</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 9.6 (cont): 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		
		2011/2012	2012/2013	Change
DSD	G7+	0.02	0.02	0.00
	DP	0.04	0.07	0.03
	SO	0.13	0.12	-0.01
	EOI	0.20	0.19	-0.01
	EOII	0.69	0.69	0.00
	AO	1.46	1.62	0.16
	AA	0.32	0.25	-0.07
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	<b>DSD Overall</b>	<b>2.87</b>	<b>2.96</b>	<b>0.09</b>
OFMDFM	G7+	0.02	0.02	0.00
	DP	0.03	0.01	-0.02
	SO	0.02	0.02	0.00
	EOI	0.01	0.02	0.01
	EOII	0.01	0.01	0.00
	AO	0.02	0.01	-0.01
	AA	0.01	0.01	0.00
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	<b>OFMDFM Overall</b>	<b>0.11</b>	<b>0.10</b>	<b>-0.01</b>
PPS	G7+	0.01	0.02	0.01
	DP	0.03	0.04	0.01
	SO	0.00	0.00	0.00
	EOI	0.00	0.01	0.01
	EOII	0.03	0.04	0.01
	AO	0.07	0.06	-0.01
	AA	0.05	0.03	-0.02
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	<b>PPS Overall</b>	<b>0.20</b>	<b>0.20</b>	<b>0.00</b>
<b>NICS Overall</b>		<b>10.1</b>	<b>10.6</b>	<b>0.52</b>

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

Duration	Days Lost per Staff Year		
	2011/2012	2012/2013	Change
Short-term absence	2.89	3.10	0.21
Long-term absence	7.18	7.48	0.30
<b>NICS Overall</b>	<b>10.1</b>	<b>10.6</b>	<b>0.52</b>

n/a: No cases recorded

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

**Appendix 10**  
**Departmental analysis:**  
**Industrial, Non-Industrial and Prison Grade**



## Appendix 10

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

Table 10.1: Departmental analysis

Department	No. of Days Lost per Staff Year	
	2011/2012	2012/2013
DARD	8.0	9.4
DARD Industrial	9.8	11.9
DARD Non-Industrial	7.6	9.0
DCAL	8.0	8.5
DCAL Industrial	10.1	5.1
DCAL Non-Industrial	7.8	8.8
DE	7.9	9.6
DEL	11.4	11.5
DETI	7.3	8.1
DFP	9.3	10.5
DFP Industrial	21.9	23.3
DFP Non-Industrial	9.2	10.4
DHSSPS	7.1	8.8
DOE	9.8	9.4
DOE Industrial	15.7	13.7
DOE Non-Industrial	9.7	9.3
DOJ	12.6	12.9
DOJ Industrial	24.7	17.5
DOJ Non-Industrial	9.2	10.5
DOJ Prison Grade	17.0	16.1
DRD	8.2	8.5
DRD Industrial	12.5	13.5
DRD Non-Industrial	6.9	7.1
DSD	11.1	11.4
OFMDFM	8.7	7.8
PPS	9.8	10.2
<b>NICS Overall</b>	<b>10.1</b>	<b>10.6</b>
<b>Industrial Overall</b>	<b>12.0</b>	<b>12.9</b>
<b>Non-Industrial Overall</b>	<b>9.5</b>	<b>10.1</b>
<b>Prison Grade Overall</b>	<b>17.0</b>	<b>16.1</b>

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



## **Appendix 11**

### **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>GB</b>	Great Britain
<b>HR</b>	Human Resources
<b>HSENI</b>	Health and Safety Executive for Northern Ireland
<b>NI</b>	Northern Ireland
<b>NIAUR</b>	Northern Ireland Authority for Utilities Regulation
<b>NICS</b>	Northern Ireland Civil Service
<b>NICTS</b>	Northern Ireland Courts and Tribunals Service
<b>NIPS</b>	Northern Ireland Prison Service
<b>NISRA</b>	Northern Ireland Statistics and Research Agency
<b>OAGNI</b>	Office of the Attorney General Northern Ireland
<b>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