

# Analysis of Sickness Absence in OFMDFM 2007/2008



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# 1 About this report: Contents

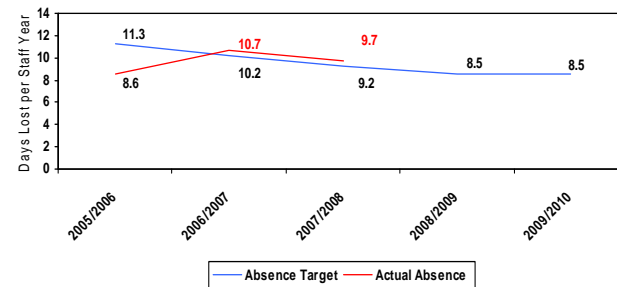
This report was compiled by the Human Resource Consultancy Services (HRCS) branch of the Northern Ireland Statistics and Research Agency (NISRA). It presents sickness absence statistics for **non-industrial** staff (including casuals) in OFMDFM during the 2007/2008 financial year and trend information for the five years from 2002/2003. It also includes information on absence targets to help OFMDFM evaluate the effectiveness of the steps they are taking to reduce absenteeism.

The information presented is produced from data files, provided by HRMS at the start of May 2008, for the 12 month period April 2007 to March 2008. Departments are responsible for ensuring that these HRMS records have been updated. While the files supplied undergo extensive validation by NISRA the quality of the information supplied in this report depends on the accuracy of the HRMS data files.

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## 2 Key Facts

### Absence Targets



- At 9.7 days lost per staff year (target: 9.2 days) staff in OFMDFM failed to achieve their overall target for 2007/2008
- In terms of long-term absence, OFMDFM missed their target for frequency rate (actual 9.0%; target 7.9%) but did achieve their target for duration (actual 54.3 working days; target 56.1 working days)
- OFMDFM achieved their target for frequency of short-term absence (actual 1.01 spells per staff year; target 1.24 spells per staff year)

### Directorate

- Highest Directorate: Planning/Water Appeals Commission, 22.7 days lost per staff year
- Lowest Directorate: Economic Policy & Regeneration, 5.7 days lost per staff year

### Grade

- Highest Grade: AO, 16.7 days lost per staff year
- Lowest Grade: Grade 7 and above, 3.0 days lost per staff year

### Reasons

- Reason for largest proportion of working days lost: Psychiatric/Psychological illnesses (26.4%)
- Reason for the largest proportion of days lost on a long-term basis: Psychiatric/Psychological illnesses (33.4%)

## 2 Key Facts

	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
<b>Days Lost per Staff Year</b>	12.2	12.6	8.6	8.6	10.7	9.7
<b>Information Related to Targets</b>						
Average number of short-term spells per staff year	N/A	N/A	1.14	1.05	0.95	1.01
Long-term frequency rate (%)	N/A	N/A	8.6	6.9	8.6	9.0
Long-term average duration (working days)	N/A	N/A	53.0	70.2	65.9	54.3
<b>Proportion of Staff with no recorded spells of Absence</b>	37.3	39.3	42.9	44.4	48.2	47.2
<b>Estimated Cost of Absenteeism (£)</b>	380,000	356,000	327,000	308,000	401,000	389,000
<b>Proportion of Working Days Lost by Certification</b>						
Certified (%)	77.4	76.7	74.2	75.2	83.4	79.8
Self-Certified (%)	22.6	23.3	25.8	24.8	16.6	20.2
<b>Long-term Absence</b>						
Proportion of Staff with one or more Long-term absence (%)	8.5	8.8	7.7	5.9	7.9	7.0
Proportion of Working Days Lost due to Long-term absence (%)	59.9	60.9	57.3	58.2	64.2	58.4
Estimated Cost of Long-term Absenteeism (£)	212,000	179,000	186,000	158,000	249,000	191,000
Average Duration (Working Weeks)	13.5	14.0	10.6	14.0	13.2	10.9

Red denotes an increase during 2007/2008 from the previous financial year. Green denotes a decrease during 2007/2008 from the previous financial year.

# 3 Sickness Absence – Overall, Directorate, Grade, Gender & Age

## ABOUT THIS CHAPTER

This chapter considers working days lost in OFMDFM due to sickness absence by Directorate, grade, gender and age. Further information detailing absenteeism by length of service and certification, and the proportion of available working days lost can be found in Appendix 2.

## SICKNESS ABSENCE OVERALL

*Staff in OFMDFM lost fewer days (9.7 days; 4.4% of available working days) due to sickness absence than staff in the rest of the NI Departments (12.9 days; 5.9% of available working days) during 2007/2008.*

*The total working days lost in OFMDFM was equivalent to approximately 16 full-time staff being out for an entire year.*

*The cost in paybill terms is estimated at £389,000.*



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# 3 Sickness Absence – Overall, Directorate, Grade, Gender & Age

## ABSENTEEISM BY DIRECTORATE

Days Lost per Staff Year by Directorate 2002/2003 – 2007/2008

Directorate	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
Private Office	n/a	5.5	9.3	1.9	4.0	n/a
Executive Services Directorate	9.6	6.5	5.1	5.9	8.0	n/a
Executive Services Directorate (incl. HOCS and Private Offices)	n/a	n/a	n/a	n/a	n/a	8.4
Executive Information Service	9.6	16.3	13.6	12.2	10.5	14.1
North/South Ministerial Council Secretariat	7.5	8.4	15.2	35.7	15.6	8.0
Equality Directorate	13.8	11.5	7.8	5.6	7.0	8.2
Economic Policy & Public Service Directorate	19.4	18.4	9.5	7.7	14.6	5.7
Office of the Legislative Counsel	4.8	7.4	4.6	8.8	18.0	11.8
Resources, RPA and International Relations	n/a	n/a	n/a	n/a	n/a	8.9
Planning/ Water Appeals Commission	31.1	28.9	19.0	24.9	29.9	22.7
Overall	12.2	12.6	8.6	8.6	10.7	9.7

*Staff in Planning/Water Appeals Commission lost the greatest number of days (22.7 days) while Economic Policy & Regeneration staff lost the fewest (5.7 days).*

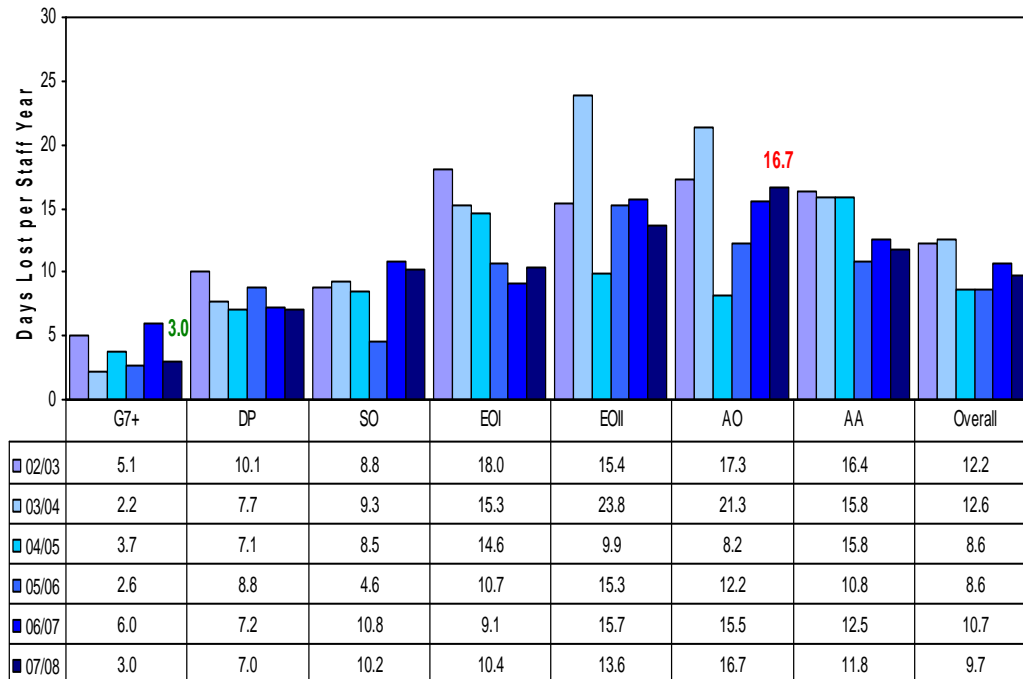


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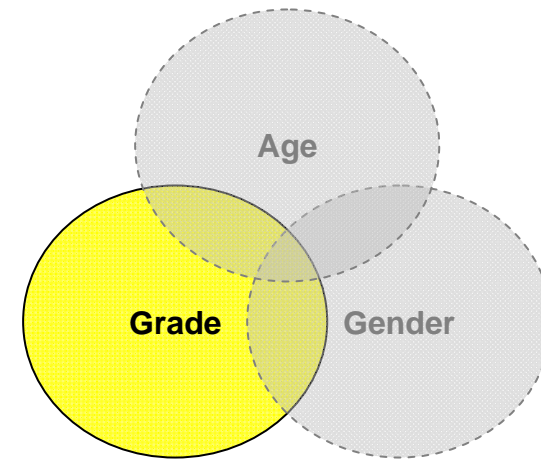
# 3 Sickness Absence – Overall, Directorate, Grade, Gender & Age

## ABSENTEEISM BY GRADE LEVEL

Days Lost per Staff Year by Grade Level 2002/2003 – 2007/2008



At 3.0 days, staff at Grade 7 and above lost the lowest number of days while staff at AO level lost the highest (16.7 days).

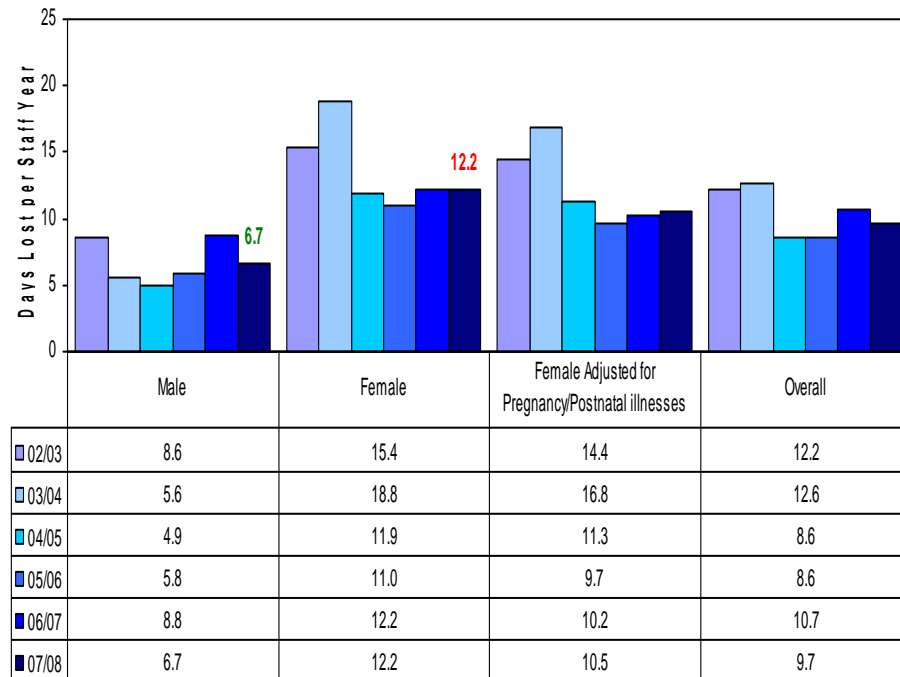


Red denotes the highest absence rate in 2007/2008.  
 Green denotes the lowest absence rate in 2007/2008.

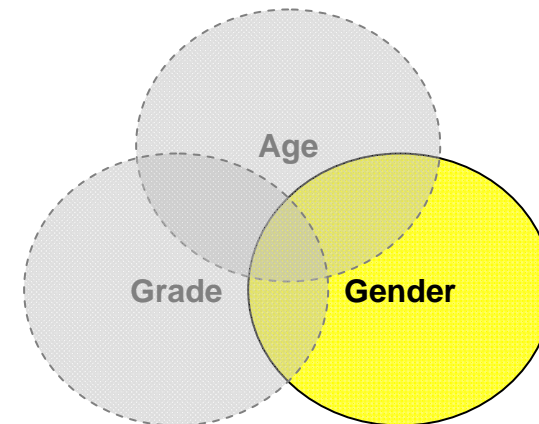
# 3 Sickness Absence – Overall, Directorate, Grade, Gender & Age

## ABSENTEEISM BY GENDER

Days Lost per Staff Year by Gender 2002/2003 – 2007/2008



*Year on year, females lost a higher number of days than males, even when Pregnancy Related/Postnatal illnesses were excluded from the calculations. This pattern is the same for non-industrial staff across all NI Departments.*



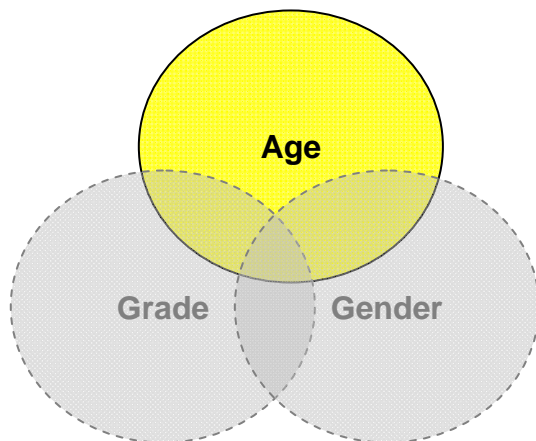
**Red** denotes the highest absence rate in 2007/2008.  
**Green** denotes the lowest absence rate in 2007/2008.



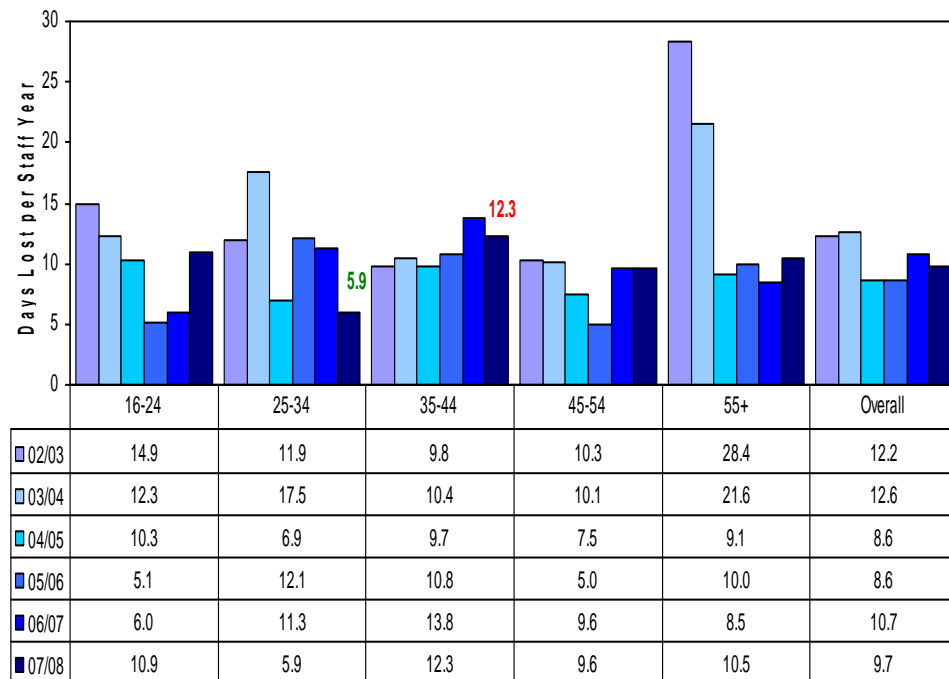
# 3 Sickness Absence – Overall, Directorate, Grade, Gender & Age

## ABSENTEEISM BY AGE GROUP

Staff in the 35-44 age group lost the highest number of days (12.3 days) during 2007/2008 while staff aged 25-34 lost the lowest (5.9 days).



Days Lost per Staff Year by Age Group 2002/2003 – 2007/2008



Red denotes the highest absence rate in 2007/2008.

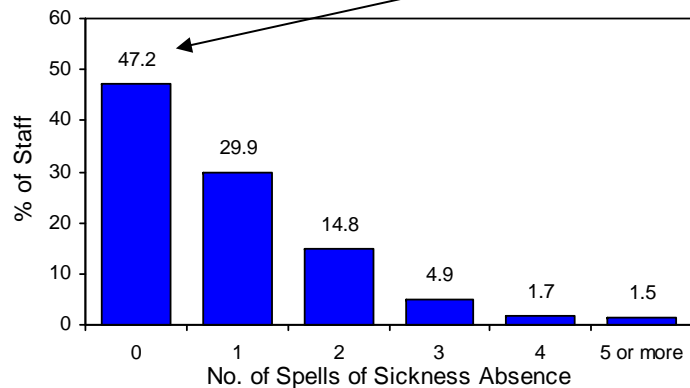
Green denotes the lowest absence rate in 2007/2008.

# 4 Spells of Sickness Absence

## ABOUT THIS CHAPTER

This chapter provides information on the number, duration and certification profile of recorded spells of sickness absence. Supporting information which shows the average duration and number of self-certified and certified absence spells can be found in Appendix 3. Trend information regarding the cumulative number of working days lost is also documented in Appendix 3.

## NUMBER OF ABSENCE SPELLS



*Almost half (47.2%) of staff had no spells of sickness absence during 2007/2008.*

*The comparative figure for the previous year was 48.2%.*



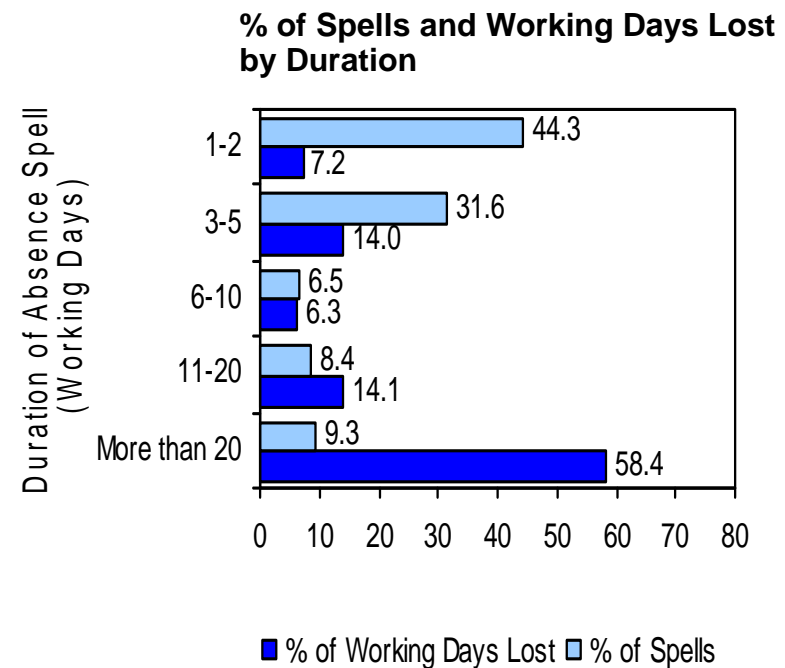
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# 4 Spells of Sickness Absence

## DURATION OF ABSENCE SPELLS

*Over three quarters (75.8%) of absence spells lasted for five working days or less. These spells, however, accounted for 21.2% of the total working days lost.*

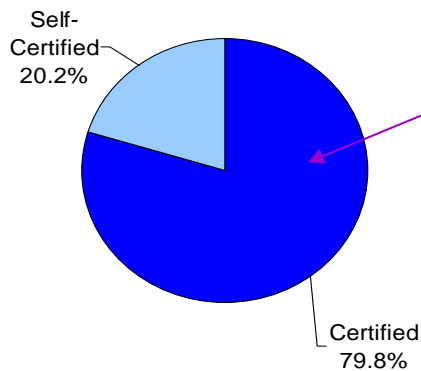
*In contrast, absences lasting for more than 20 consecutive working days (i.e. long-term) accounted for 9.3% of absence spells but almost three fifths (58.4%) of the total working days lost.*



# 4 Spells of Sickness Absence

## CERTIFICATION PROFILE

Proportion of Working Days Lost by Certification



*While the majority of the working days lost (79.8%) were medically certified, the opposite was true for absence spells (28.2% certified).*

*On average, self-certified absences lasted 2.4 working days while certified absences lasted 24.5 working days.*

Proportion of Absence Spells by Certification

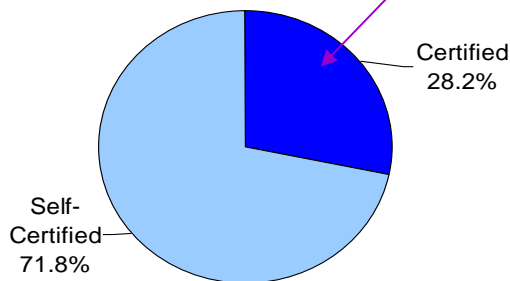


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# 5 Reasons for Sickness Absence

## ABOUT THIS CHAPTER

This chapter looks at the reasons for sickness absence. Supporting information which shows reasons by grade, gender and age group can be found in Appendix 4.

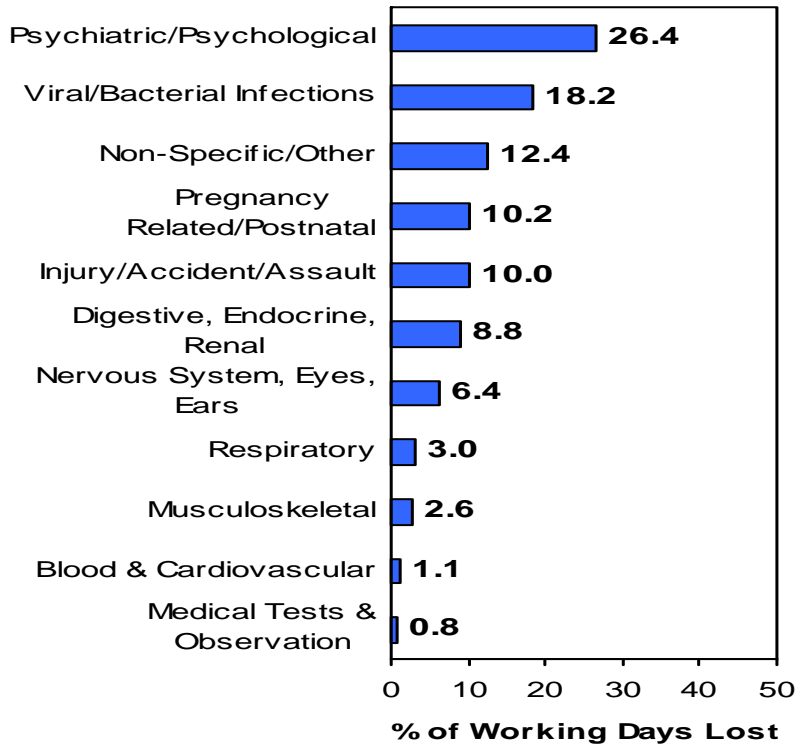
## % WORKING DAYS LOST

*During 2007/2008, Psychiatric/Psychological illnesses accounted for the largest proportion of working days lost (26.4%). This is the same for non-industrial staff across all NI Departments.*



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% of Working Days Lost by Reason



# 5 Reasons for Sickness Absence

## % of Working Days Lost by Reason 2002/2003 – 2007/2008

Reason	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
Non-Specific/Other	4.9	9.0	10.5	3.2	2.5	12.4
Medical Tests & Observation	18.3	15.3	6.0	12.1	0.2	0.8
Injury/Accident/Assault	7.8	8.3	19.3	12.6	14.2	10.0
Viral/Bacterial Infections	10.8	22.5	16.9	18.1	16.7	18.2
Psychiatric/Psychological	24.5	19.8	17.8	18.4	33.1	26.4
Pregnancy Related/Postnatal	4.3	9.0	3.8	8.5	10.9	10.2
Nervous System, Eyes, Ears	2.0	1.8	3.6	8.0	1.1	6.4
Digestive, Endocrine, Renal	8.4	4.8	10.6	8.4	11.3	8.8
Respiratory	7.0	3.8	3.4	2.4	3.1	3.0
Blood & Cardiovascular	8.6	1.3	4.5	5.8	2.7	1.1
Musculoskeletal	3.3	4.3	3.7	2.5	4.1	2.6

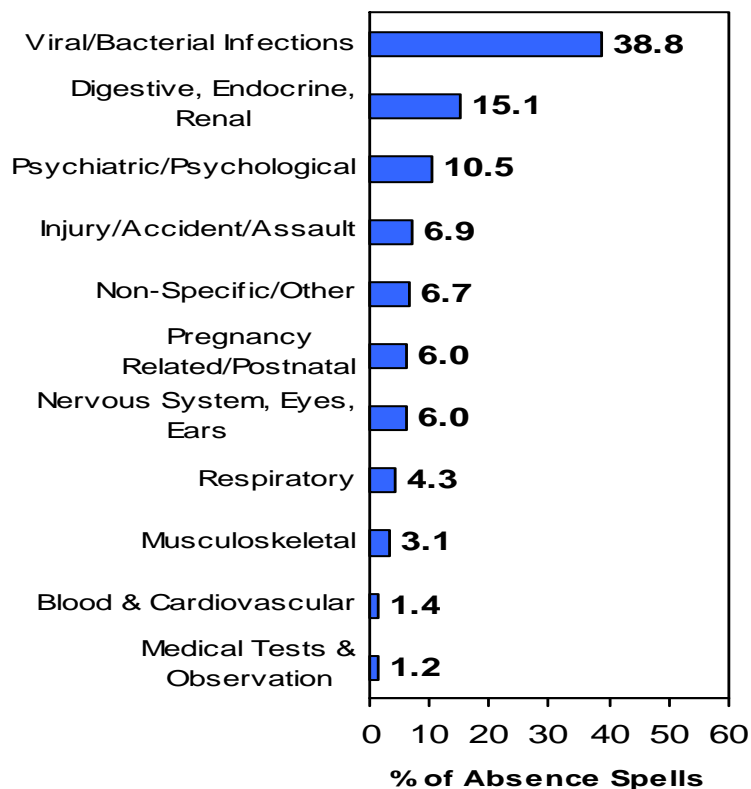
Red text denotes an increase from the previous financial year.

Green text denotes a reduction from the previous financial year.

# 5 Reasons for Sickness Absence

## ABSENCE SPELLS

% of Absence Spells by Reason



*As in the previous five financial years, Viral/Bacterial Infections accounted for the largest proportion of absence spells (38.8%). The same pattern was visible for non-industrial staff in all NI Departments.*



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# 5 Reasons for Sickness Absence

## DURATION

### Average Duration of Absence by Reason

Reason for Absence	Average Duration (Working Days)
Psychiatric/Psychological	21.8
Non-Specific/Other	16.0
Pregnancy Related/Postnatal	14.9
Injury/Accident/Assault	12.5
Nervous System, Eyes, Ears	9.4
Musculoskeletal	7.3
Blood & Cardiovascular	6.5
Medical Tests & Observation	6.1
Respiratory	6.0
Digestive, Endocrine, Renal	5.1
Viral/Bacterial Infections	4.1

*During 2007/2008, the average duration of an absence varied from 4.1 working days for absences due to illnesses categorised as Viral/Bacterial Infections to 21.8 working days for absences described as Psychiatric/Psychological illnesses.*



Image www.sxc.xchng



Image www.losethebackpain.com/backpainrelief.html



Image www.nursingandmidwifery.soton.ac.uk



Image www.sxc.xchng



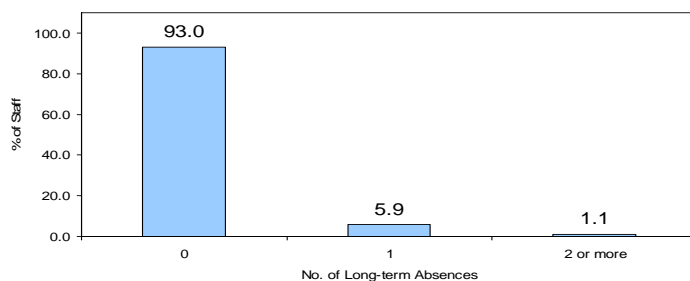
# 6 Long-Term Sickness Absence

## ABOUT THIS CHAPTER

This chapter looks at long-term absences, i.e. those which lasted for more than 20 consecutive working days. Supporting information which shows the proportion of staff, the average duration and the proportion of working days lost due to long-term absence across Divisions, grades, genders and age groups can be found in Appendix 5.

## PREVALENCE OF LONG-TERM ABSENCE

Analysis of the Number of Long-Term Absence Spells



Number of Long-term Absences	2007/2008	
	Number of Staff	Percentage of Staff
0	438	93.0
1	28	5.9
2 or more	5	1.1
<b>Total</b>	<b>471</b>	<b>100</b>

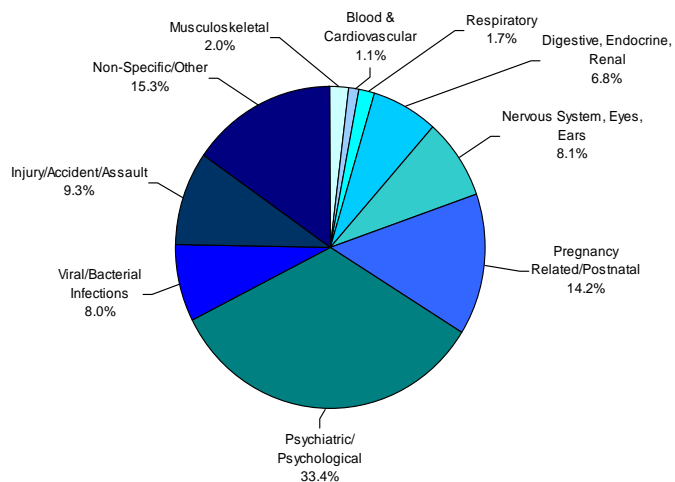
*33 staff (7.0%) had one or more long-term absence during 2007/2008. These staff accounted for 58.4% of all the working days lost and cost the paybill £191,000. On average long-term absences in OFMDFM lasted for 10.9 working weeks.*

*The corresponding figures for the previous financial year were 7.9% of staff, accounting for 64.2% of the total working days lost with an average duration of 13.2 working weeks and at a cost of £249,000.*

# 6 Long-Term Sickness Absence

## REASON FOR LONG-TERM ABSENCE

% of Working Days Lost



*Psychiatric/Psychological illnesses (33.4%) accounted for the majority of the working days lost on a long-term basis followed by Non-Specific/Other (15.3%).*



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Image www.mississaugachiro.com



Image www.maryland\_chiropractor.com/NeckPain.htm

# 7 Absence Targets

## ABOUT THIS CHAPTER

This chapter provides background information as to how the targets for OFMDFM were developed. It also documents whether or not the target for 2007/2008 has been achieved in terms of days lost and whether the individual long (more than 20 consecutive working days lost) and short-term (in this case less than or equal to 20 consecutive working days lost) absence targets have been met.

### BACKGROUND

Ministerial Targets were set to reduce sickness absence, within the 11 NI Departments, to 9.5 days by 2009/2010. Within this, each individual Department was also given their own target, which for OFMDFM was 8.5 days by the end of March 2010.

Year on year since 1999/2000, absences lasting for more than 20 consecutive working days have accounted for at least 62% of the total working days lost in the 11 NI Departments. The targets therefore were strategically developed with the main focus on reducing the frequency and duration of long-term absence, and, to a lesser extent, the frequency of short-term absence.

### WHAT THIS MEANS FOR OFMDFM

The required yearly reduction for OFMDFM for the four years 2005/2006 to 2008/2009 was:

- A 7% decrease each year in the average duration of long-term absence
- A 7% decrease each year in the frequency of long-term absence
- A 5% decrease each year in the frequency of short-term absence.

Under these conditions OFMDFM would reach their target of 8.5 days by March 2009 and for the final year OFMDFM are required to maintain this level rather than reduce it further.

**To help OFMDFM focus on what these percentage decreases mean, the table on the next page provides targets in terms of long-term frequency rate, long-term duration, number of short-term spells and overall days.**

# 7 Absence Targets

## ACHIEVEMENT OF TARGETS<sup>1,2</sup>

	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010
<b>Days Lost per Staff Year</b>						
TARGET	N/A	11.3	10.2	<b>9.2</b>	8.5	8.5
ACTUAL	8.6	8.6	10.7	<b>9.7</b>		
<b>Long-term Frequency Rate<sup>3</sup> (%)</b>						
TARGET	N/A	9.1	8.5	<b>7.9</b>	7.4	7.4
ACTUAL	8.6	6.9	8.6	<b>9.0</b>		
<b>Long-term Average Duration<sup>4</sup> (Working Days)</b>						
TARGET	N/A	64.9	60.4	<b>56.1</b>	52.2	52.2
ACTUAL	53.0	70.2	65.9	<b>54.3</b>		
<b>Average number of short-term spells per staff year</b>						
TARGET	N/A	1.38	1.31	<b>1.24</b>	1.18	1.18
ACTUAL	1.14	1.05	0.95	<b>1.01</b>		

<sup>1</sup> Targets were based on the number and composition of staff in each of the eleven NI Departments during 2003/2004, as, at the time of setting, this was the most recent information available.

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

<sup>3</sup> Frequency Rate is the average number of absences per employee expressed as a percentage.

<sup>4</sup> Throughout this report, the duration of absences relates only to days lost in the 2007/2008 financial year.

Red denotes the target has not been achieved. Green denotes the target has been achieved.

# 7 Absence Targets

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## ACHIEVEMENT OF TARGETS

- *At 9.7 days lost per staff year (Target: 9.2 days lost per staff year) OFMDFM did not achieve their overall target for 2007/2008.*
- *Short-term absences were well ahead of target, with 1.01 spells per staff year compared to the target of 1.24. This is, in fact, below the target for 2009/2010 (1.18 spells).*
- *For long-term absence, the frequency rate increased compared to the previous year and missed target (9.0% compared to the target of 7.9%). However, the average duration of long-term absences decreased over the previous year with the department achieving its target of 56.1 days (Actual duration: 54.3 days).*

# Appendix 1: Methodology

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When reporting sickness absence statistics it is common to express absence rates in terms of the percentage of available working days lost and the number of days lost per person. However, it is recognised that the latter of these measures does not always permit valid comparisons to be made between or within organisations which differ in their proportions of part-time staff and/or their levels of staff turnover. In particular, 'number of days lost per person' can give a quite misleading picture for organisations with high proportions of part-time staff.

To address this issue the Cabinet Office recommended in the review "*Managing Attendance in the Public Sector (1999)*" that absence figures are expressed in terms of days lost per staff year, where a staff year equals the number of days a full-time employee is contracted to work (i.e. weekends, statutory holidays and annual leave are excluded). In keeping with this recommendation, absence rates are expressed throughout the report in terms of the percentage of available working days lost and working days lost per staff year. For the vast majority of people, a staff year amounted to 222 working days during 2007/2008, but clearly depends on date of entry and/or date of leaving, and annual leave entitlement which varies by grade, length of service and work pattern.

# Appendix 1: Methodology

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 following 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  $\frac{1}{2}$  year (hence  $\frac{1}{2}$  staff year)

**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:

Total number of working days lost = 30

Total number of staff years =  $1 + 0.5 = 1.5$

$$\text{Working days lost per staff year} = \frac{30}{1.5} = 20$$

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

Total number of working days lost = 30

Total number of people = 2

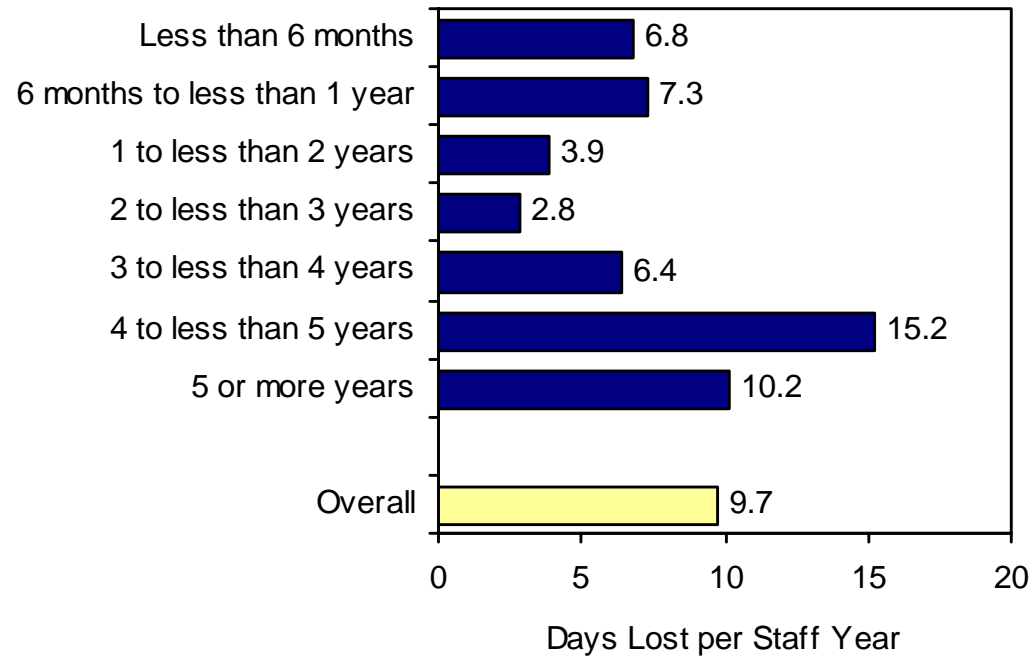
$$\text{Working days lost per staff year} = \frac{30}{2} = 15$$

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

# Appendix 2: Charts & Tables Relating to Chapter 3

## LENGTH OF SERVICE

Absence by Length of Service





# Appendix 2: Charts & Tables Relating to Chapter 3

## CERTIFICATION BY DIRECTORATE

Directorate	Self-Certified	Certified	Total
Executive Services Directorate (incl. HOCS and Private Offices)	1.8	6.6	8.4
Executive Information Service	2.2	11.9	14.1
North/South Ministerial Council	1.3	6.7	8.0
Equality Directorate	2.4	5.8	8.2
Economic Policy & Public Service Directorate	1.9	3.8	5.7
Office of the Legislative Counsel	2.7	9.1	11.8
Resources, RPA and International Relations	1.5	7.4	8.9
Planning/Water Appeals Commission	2.3	20.4	22.7
<b>Overall</b>	<b>1.9</b>	<b>7.7</b>	<b>9.7</b>

The tables opposite and on the next page detail the self-certified and certified number of working days lost per staff year by Directorate, grade, gender and age group during 2007/2008.

**Note:** The self-certified and certified number of working days lost may not sum to the total number of working days lost due to rounding.

# Appendix 2: Charts & Tables Relating to Chapter 3

### CERTIFICATION BY GRADE

Grade	Self-Certified	Certified	Total
G7+	1.1	2.0	3.0
DP	2.1	5.0	7.0
SO	1.9	8.3	10.2
EOI	2.6	7.8	10.4
EOII	2.0	11.6	13.6
AO	1.8	14.9	16.7
AA	3.7	8.1	11.8
<b>Overall</b>	<b>1.9</b>	<b>7.7</b>	<b>9.7</b>

### CERTIFICATION BY GENDER

Gender	Self-Certified	Certified	Total
Male	1.6	5.1	6.7
Female	2.3	10.0	12.2
<b>Overall</b>	<b>1.9</b>	<b>7.7</b>	<b>9.7</b>

### CERTIFICATION BY AGE GROUP

Age Group	Self-Certified	Certified	Total
16-24	4.0	6.9	10.9
25-34	1.9	4.0	5.9
35-44	1.5	10.8	12.3
45-54	2.0	7.6	9.6
55+	1.8	8.8	10.5
<b>Overall</b>	<b>1.9</b>	<b>7.7</b>	<b>9.7</b>

**Note:** The self-certified and certified number of working days lost may not sum to the total number of working days lost due to rounding.

## Appendix 2: Charts & Tables Relating to Chapter 3

The tables below detail the percentage of available working days lost by Directorate, grade, gender and age group during 2007/2008.

### % OF AVAILABLE WORKING DAYS LOST BY DIRECTORATE

Directorate	%
Executive Services Directorate (incl. HOCS and Private Offices)	3.8
Executive Information Service	6.4
North/South Ministerial Council	3.7
Equality Directorate	3.7
Economic Policy & Public Service Directorate	2.6
Office of the Legislative Counsel	5.4
Resources, RPA and International Relations	4.1
Planning/Water Appeals Commission	10.2
<b>Overall</b>	<b>4.4</b>

# Appendix 2: Charts & Tables Relating to Chapter 3

**% OF AVAILABLE WORKING  
DAYS LOST BY GRADE**

Grade	%
G7+	1.4
DP	3.2
SO	4.6
EOI	4.8
EOII	6.2
AO	7.5
AA	5.3
Overall	4.4

**% OF AVAILABLE WORKING  
DAYS LOST BY GENDER**

Gender	%
Male	3.1
Female	5.6
Overall	4.4

**% OF AVAILABLE WORKING  
DAYS LOST BY AGE GROUP**

Age Group	%
16-24	4.9
25-34	2.7
35-44	5.6
45-54	4.4
55+	4.8
Overall	4.4

# Appendix 3: Tables Relating to Chapter 4

The following three tables detail the average number of spells per staff year and the average duration of both self-certified and certified absences by grade, gender and age group during 2007/2008.

## AVERAGE DURATION AND NUMBER OF SPELLS BY CERTIFICATION ACROSS GRADES

Grade	Self-Certified Absences		Certified Absences		Total	
	Average No. of Spells per Staff Year	Average Duration (Working Days)	Average No. of Spells per Staff Year	Average Duration (Working Days)	Average No. of Spells per Staff Year	Average Duration (Working Days)
G7+	0.5	2.3	0.2	12.7	0.6	4.9
DP	0.8	2.6	0.2	21.5	1.0	6.7
SO	0.8	2.3	0.3	30.7	1.1	9.3
EOI	0.9	2.8	0.3	23.3	1.3	8.3
EOII	0.7	2.7	0.5	25.5	1.2	11.4
AO	0.8	2.2	0.4	33.9	1.3	13.1
AA	1.5	2.4	0.6	14.3	2.1	5.6
<b>Overall</b>	<b>0.8</b>	<b>2.4</b>	<b>0.3</b>	<b>24.5</b>	<b>1.1</b>	<b>8.7</b>

**Note:** The self-certified and certified number of spells may not sum to the total number of spells due to rounding.

# Appendix 3: Tables Relating to Chapter 4

## AVERAGE DURATION AND NUMBER OF SPELLS BY CERTIFICATION ACROSS GENDER

Gender	Self-Certified Absences		Certified Absences		Total	
	Average No. of Spells per Staff Year	Average Duration (Working Days)	Average No. of Spells per Staff Year	Average Duration (Working Days)	Average No. of Spells per Staff Year	Average Duration (Working Days)
Male	0.6	2.6	0.2	32.6	0.8	8.6
Female	0.9	2.4	0.4	22.1	1.4	8.7
<b>Overall</b>	<b>0.8</b>	<b>2.4</b>	<b>0.3</b>	<b>24.5</b>	<b>1.1</b>	<b>8.7</b>

## AVERAGE DURATION AND NUMBER OF SPELLS BY CERTIFICATION ACROSS AGE GROUP

Age Group	Self-Certified Absences		Certified Absences		Total	
	Average No. of Spells per Staff Year	Average Duration (Working Days)	Average No. of Spells per Staff Year	Average Duration (Working Days)	Average No. of Spells per Staff Year	Average Duration (Working Days)
16-24	1.8	2.2	0.4	22.0	2.2	5.8
25-34	0.8	2.2	0.2	14.7	1.1	4.9
35-44	0.6	2.4	0.4	27.3	1.0	12.1
45-54	0.7	2.8	0.3	25.3	1.0	9.4
55+	0.8	2.2	0.3	29.8	1.1	9.6
<b>Overall</b>	<b>0.8</b>	<b>2.4</b>	<b>0.3</b>	<b>24.5</b>	<b>1.1</b>	<b>8.7</b>

**Note:** The self-certified and certified number of spells may not sum to the total number of spells due to rounding.

# Appendix 3: Tables Relating to Chapter 4

## CUMULATIVE NUMBER OF WORKING DAYS LOST - % OF STAFF AND % OF WORKING DAYS LOST

Cumulative Number of Working Days Lost	% of Staff					
	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
0	37.3	39.3	42.9	44.4	48.2	47.2
1-5	32.5	27.9	35.2	33.3	29.0	29.7
6-10	11.1	12.7	9.2	10.9	7.2	8.9
11-15	5.0	6.0	2.9	2.3	3.4	3.0
16-20	2.6	2.8	0.9	2.5	2.0	3.4
More than 20	11.4	11.4	9.0	6.6	10.2	7.8

Cumulative Number of Working Days Lost	% of Working Days Lost					
	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
0	n/a	n/a	n/a	n/a	n/a	n/a
1-5	8.7	7.8	14.4	13.2	9.4	11.0
6-10	8.9	9.5	10.0	12.1	7.2	9.4
11-15	6.3	7.0	5.1	4.0	5.5	5.0
16-20	4.4	4.8	2.1	6.2	4.6	8.0
More than 20	71.7	70.9	68.4	64.5	73.2	66.5

Note: The cumulative number of working days lost refers to working days lost over one or more spells of absence.

# Appendix 4: Tables Relating to Chapter 5

The following three tables detail the reasons for absence by grade, gender and age group during 2007/2008.

**REASONS FOR ABSENCE BY GRADE - % OF WORKING DAYS LOST**

Reason for Absence	G7+	DP	SO	EOI	EOII	AO	AA
Non-Specific/Other	18.4	7.6	20.6	36.3	8.9	3.2	2.2
Medical Tests & Observation	0.0	4.0	1.0	0.0	0.0	0.0	1.6
Injury/Accident/Assault	16.7	0.7	20.6	17.1	5.5	5.0	11.5
Viral/Bacterial Infections	30.4	26.5	30.2	13.1	8.6	10.0	20.8
Psychiatric/Psychological	22.7	0.7	6.6	26.3	53.4	39.0	16.6
Pregnancy Related/Postnatal	2.3	16.4	5.8	0.9	2.1	18.2	21.7
Nervous System, Eyes, Ears	1.3	1.1	1.0	2.7	2.1	20.5	2.4
Digestive, Endocrine, Renal	2.1	26.0	12.3	2.0	6.3	2.1	14.4
Respiratory	6.0	10.4	1.5	0.0	2.6	0.7	3.8
Blood & Cardiovascular	0.0	2.4	0.0	1.3	3.5	0.0	0.0
Musculoskeletal	0.0	4.1	0.3	0.2	7.0	1.3	4.8
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>



# Appendix 4: Tables Relating to Chapter 5

**REASONS FOR ABSENCE BY GENDER -  
% OF WORKING DAYS LOST**

Reason for Absence	Male	Female
Non-Specific/Other	14.3	11.4
Medical Tests & Observation	0.3	1.1
Injury/Accident/Assault	15.6	7.4
Viral/Bacterial Infections	27.0	14.1
Psychiatric/Psychological	27.7	25.9
Pregnancy Related/Postnatal	n/a	15.0
Nervous System, Eyes, Ears	2.3	8.4
Digestive, Endocrine, Renal	8.4	9.1
Respiratory	2.2	3.3
Blood & Cardiovascular	0.3	1.4
Musculoskeletal	2.0	2.9
<b>Total</b>	<b>100</b>	<b>100</b>

**REASONS FOR ABSENCE BY AGE GROUP - % OF WORKING DAYS LOST**

Reason for Absence	16-24	25-34	35-44	45-54	55+
Non-Specific/Other	1.9	2.5	26.4	8.5	4.6
Medical Tests & Observation	1.6	0.0	0.2	1.7	0.0
Injury/Accident/Assault	10.6	2.0	17.3	5.5	13.0
Viral/Bacterial Infections	20.0	33.8	5.7	25.2	11.4
Psychiatric/Psychological	5.6	38.9	24.4	29.6	25.4
Pregnancy Related/Postnatal	41.1	4.3	19.9	0.0	0.0
Nervous System, Eyes, Ears	1.6	2.8	0.4	14.8	1.4
Digestive, Endocrine, Renal	8.4	7.8	4.2	7.1	29.7
Respiratory	5.3	3.0	1.0	2.3	8.9
Blood & Cardiovascular	0.0	2.1	0.2	1.6	1.5
Musculoskeletal	4.1	2.8	0.3	3.6	4.1
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

# Appendix 5: Tables Relating to Chapter 6

The following four tables detail long-term absence by Directorate, grade, gender and age group during 2007/2008.

## LONG-TERM ABSENCE BY DIRECTORATE

Directorate	% of Staff with 1 or more Long-term Absence	Average Duration (Working Weeks)	% of Working Days Lost Attributable to Long-term Absence
Executive Services Directorate (incl. HOCS and Private Offices)	5.1	9.3	62.4
Executive Information Service	8.3	11.5	69.8
North/South Ministerial Council	10.5	6.9	54.5
Equality Directorate	5.1	12.2	47.0
Economic Policy & Public Service Directorate	5.1	6.2	34.4
Office of the Legislative Counsel	13.0	8.6	56.8
Resources, RPA and International Relations	7.4	11.3	56.7
Planning/Water Appeals Commission	11.5	18.8	69.8
<b>Overall</b>	<b>7.0</b>	<b>10.9</b>	<b>58.4</b>

# Appendix 5: Tables Relating to Chapter 6

## LONG-TERM ABSENCE BY GENDER

Gender	% of Staff with 1 or more Long-term Absence	Average Duration (Working Weeks)	% of Working Days Lost Attributable to Long-term Absence
Male	4.3	13.6	58.9
Female	9.2	9.9	58.1
<b>Overall</b>	<b>7.0</b>	<b>10.9</b>	<b>58.4</b>

## LONG-TERM ABSENCE BY AGE GROUP

Age Group	% of Staff with 1 or more Long-term Absence	Average Duration (Working Weeks)	% of Working Days Lost Attributable to Long-term Absence
16-24	2.6	22.6	35.2
25-34	3.2	8.1	31.0
35-44	9.7	10.4	69.9
45-54	7.1	11.2	59.9
55+	10.6	10.4	66.3
<b>Overall</b>	<b>7.0</b>	<b>10.9</b>	<b>58.4</b>

## LONG-TERM ABSENCE BY GRADE

Grade Level	% of Staff with 1 or more Long-term Absence	Average Duration (Working Weeks)	% of Working Days Lost Attributable to Long-term Absence
G7+	1.1	5.4	11.6
DP	3.7	9.6	41.7
SO	7.4	13.2	68.0
EOI	6.8	11.0	59.0
EOII	10.9	9.7	66.2
AO	15.9	11.6	76.2
AA	5.3	8.6	27.5
<b>Overall</b>	<b>7.0</b>	<b>10.9</b>	<b>58.4</b>