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Gníomhaireacht Thuaisceart Éireann
um Staitisticí agus Taighde

Sickness Absence in the Northern Ireland Civil Service

2016/2017



Department of
Finance

An Roinn

Airgeadais

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EXECUTIVE SUMMARY

This annual report provides a comprehensive analysis of sickness absence in the Northern Ireland Civil Service in the 2016/2017 financial year and contains analyses of trends over the last five years.

12.5
*working days lost per
staff year*



5.6%
*of available
working days lost*



£32.6
*million in lost
production*

The headline absence figure for 2016/2017 was **12.5 days** (average days lost per staff year), an increase from 11.7 days in the previous year and the highest it has been in the last five years.

The 12.5 days lost per staff year represented **5.6%** of the available working days in 2016/2017. In salary terms, this equated to an estimated **£32.6 million** of lost production - slightly less than in 2015/2016. This was equivalent to around 3.8% of the total NICS pay bill in 2016/2017.

Just under half (49.5%) of staff had no recorded absence in 2016/2017 though approximately one in every eight staff had at least one spell of long-term absence lasting around three months on average. This was the highest level of long-term absence observed in the last five years, and accounted for more than three quarters of all working days lost.

Anxiety/Stress/Depression/Other Psychiatric Illnesses was the absence reason that accounted for the greatest proportion of working days lost (35.2%) during 2016/2017. Within this category, work-related stress accounted for a third of the days.

The level of absence within Departments varied from 7.9 days for the Executive Office to 15.3 days for the Department of Justice (DoJ). DoJ was, however, the only Department to record lower absence levels this year compared to last.

The absence level for females (14.7 days) remained higher than that for males (10.4 days) with over half of this difference being due to gender-specific conditions¹.

Staff who had been in post for under two years had a much lower level of sickness absence (3.0 days) than staff who had been employed for two years or more (12.6 days). Around three quarters of the staff employed for under two years would have been on probationary terms and conditions, which would include the more stringent management of sickness absence.

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

KEY FACTS

	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017
Proportion of Staff with No Recorded Spells of Absence (%)	52.3	55.3	52.1	50.0	49.5
Working Days Lost per Staff Year	10.6	10.1	10.8	11.7	12.5
Percentage of Available Working Days Lost (%)	4.9	4.6	4.9	5.3	5.6
Total Number of Working Days Lost	275,170	262,230	277,176	277,855	270,458
Estimated Lost Production¹ (£ Million)	30.8	30.2	31.9	32.7	32.6
Average Number of Spells per Staff Year	0.8	0.7	0.8	0.8	0.8
Proportion of Working Days Lost by Certification					
Certified (%)	79.2	82.2	81.7	81.2	81.1
Self-Certified (%)	13.6	12.6	12.7	13.1	11.5
Uncertified/Missing (%)	7.2	5.2	5.6	5.7	7.4
Long-term Absence					
Proportion of Working Days Lost due to Long-term Absence (%)	70.7	73.0	73.6	73.8	76.1
Frequency Rate ² (%)	11.1	10.9	11.8	12.5	13.5
Average Duration (Working Days)	60.0	59.8	60.2	60.2	62.5
Short-term Absence					
Average Number of Spells per Staff Year	0.67	0.61	0.64	0.69	0.68

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¹ 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.

² 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

12.5 working days lost on average due to sickness absence

5.6% of available working days lost due to sickness absence

£32.6 million lost production

1. WORKING DAYS LOST THROUGH SICKNESS ABSENCE

Absence levels vary by Department, grade level, gender, age group, and the length of service of staff. This chapter looks at trends across these variables over the last five years.

1.1 Introduction

Staff in the NICS lost an average of 12.5 days to sickness absence in 2016/2017 - an increase from the previous year when staff lost 11.7 days (Some further analyses into the underlying factors of this increase can be found in Chapter 6 - Absence Insight).

In total, 5.6% of all available working days were lost due to sickness absence, equating to around £32.6 million in lost production¹, equivalent to around 3.8% of the total NICS pay bill for 2016/2017.

Two of the three main measures of sickness absence – working days lost per staff year and the percentage of available working days lost - were the highest they had been in the last five years. The third measure, estimated lost production, reduced slightly from the previous year's high.

The fact that the estimated lost production reduced slightly this year may seem surprising given that the overall absence level increased, but it can be explained.

In NICS there were some 2,100 less staff years² of work available in 2016/2017 than in 2015/2016 due, in large part, to almost 3,000 full-time and part-time staff leaving on the Voluntary Exit Scheme between September 2015 and May 2016. Therefore, while the total number of working days lost in 2016/2017 was nearly 7,400 days less than in 2015/2016, the average number of days lost actually increased due to there being less staff available also.

However, while nearly 7,400 days less were lost in 2016/2017, the average 'cost' per day increased slightly due to a combination of: changes made to the Employer's National Insurance rules from 1st April 2016, pay rises, and small differences in the grade profile of absentees. The interaction between the higher 'cost' per day and lower total number of days resulted in the slightly reduced overall estimated lost production figure of £32.6 million.

2016/2017 was a year of considerable change within the NICS. As well as the impact of the Voluntary Exit Scheme, mentioned above, there was also an embargo on recruitment and promotion in place between November 2014 and April 2016. A restructuring of the NICS also took place, involving a reduction in the number of Ministerial Departments from twelve to nine, and this came into effect from 9th May 2016.

Staff who either retire early on medical grounds or are dismissed because of inefficiency due to excessive sickness absence are entitled to receive up to 13 weeks' notice. In line with Cabinet Office guidelines, any sickness absences during this notice period are included in the overall statistics. It is estimated that these absences added around 0.4 of a day to the overall absence level. If they were excluded, the headline figure of 12.5 days would reduce to 12.0 days (due to rounding).

¹ Estimated lost production is calculated using direct costs alone and does not take into consideration any associated costs such as for overtime and replacement staff. 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.

² One staff year is the equivalent of one full-time member of staff being in work for a full year. It takes account of staff leaving / joining as well as part-time working patterns.

1.2 Department

The average number of working days lost due to sickness absence in 2016/17 ranged from 7.9 days for the Executive Office (TEO) to 15.3 days for the Department of Justice (DoJ).

DoJ was the only Department to record lower absence levels this year¹. In terms of the other Departments, the Department for Communities (DfC), Department for Education (DE) and Department of Health (DoH) experienced notable increases.

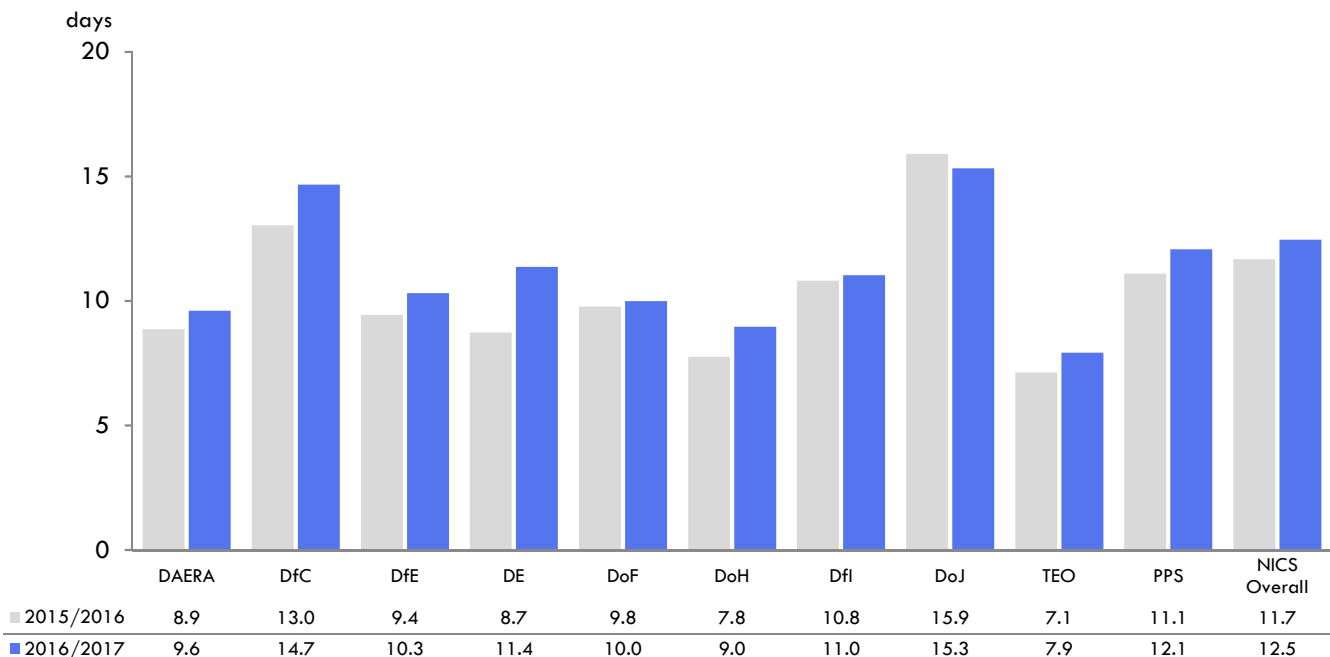
DfC is the largest of the new NICS Departments, accounting for just over one-third of all NICS staff. Given its relative size it is perhaps not unexpected that it would have the biggest impact on the change in the overall NICS absence level - accounting for over 80% of the increase this year. To see each Department's contribution to the overall absence level, see Table 9.1 in Appendix 9.

Departmental staffing profiles can have a major influence on relative absence levels. This needs to be considered when making Departmental comparisons. More appropriate like-for-like comparisons can be obtained in Appendix 5 which provides standardised Departmental absence figures which seek to eliminate the impact of staffing factors.

In most Departments, standardised absence levels are lower than their unadjusted figure. DoJ's figures showed the greatest reduction, falling from 15.3 to 12.0 days lost through sickness absence.

Figure 1

Working Days Lost per Staff Year by Department (2015/2016 to 2016/2017)^{1, 2}



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¹ The NICS Departments were restructured from 9th May 2016. All Departmental figures for 2015/2016 represent a best estimate of those year's figures, had the new NICS structure been in place. No comparable figures are available for years prior to 2015/2016. For more information on the restructuring, see Appendix 1 and Appendix 11.

² Staff in HSENI and OAGNI are included in the NICS Overall figure only.

1.3 Grade Level

Within this report, non-industrial staff are separated into analogous grade levels, while Industrial and Prison Grade staff are reported separately.

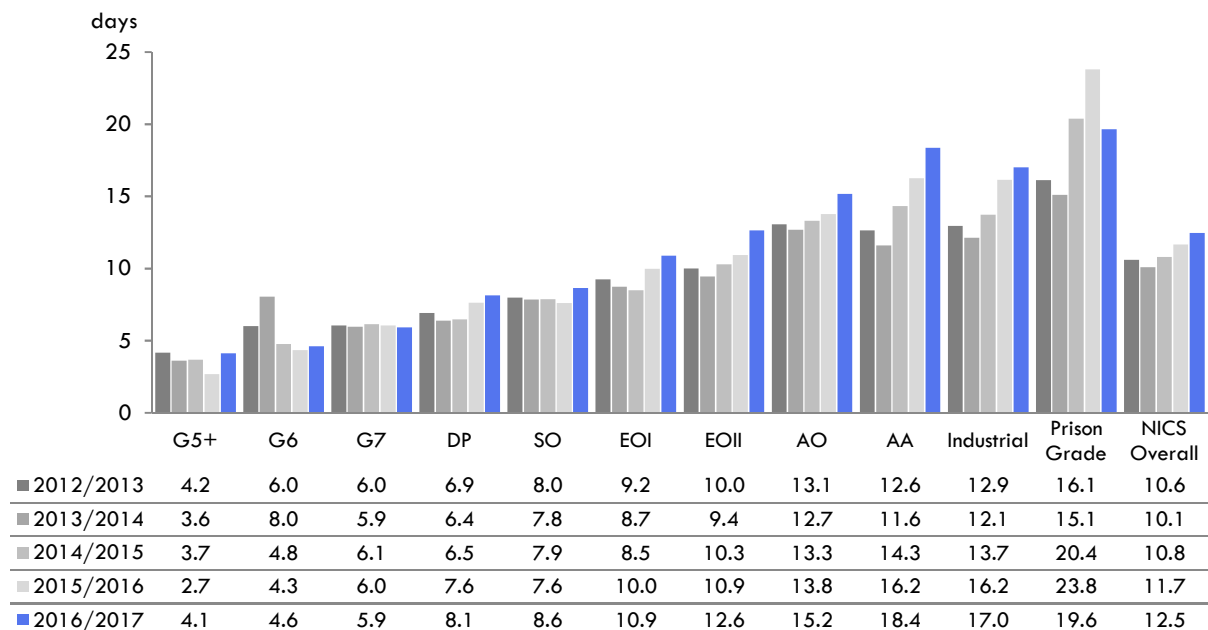
There is considerable variation in absence levels across grades: the average number of working days lost in 2016/2017 ranged from 4.1 days for staff at Grade 5+ level to 19.6 days for Prison Grade staff.

Two of the eleven grade levels reported reductions compared to 2015/2016 - Grade 7 and Prison Grade. Of the other grade levels, the Executive Officer II (EOII), Administrative Officer (AO) and Administrative Assistant (AA) grade levels showed notable increases.

The AO level encompassed the largest number of staff, representing just under one-quarter of the NICS, and contributed almost half of the rise in the overall NICS absence level in 2016/2017. For detailed information on each grade level's contribution to the overall NICS absence level, see Table 9.2 in Appendix 9.

Figure 2

Working Days Lost per Staff Year by Analogous Grade Level (2012/2013 to 2016/2017)¹



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

1.4 Gender

Absence levels increased for both males and females in 2016/2017.

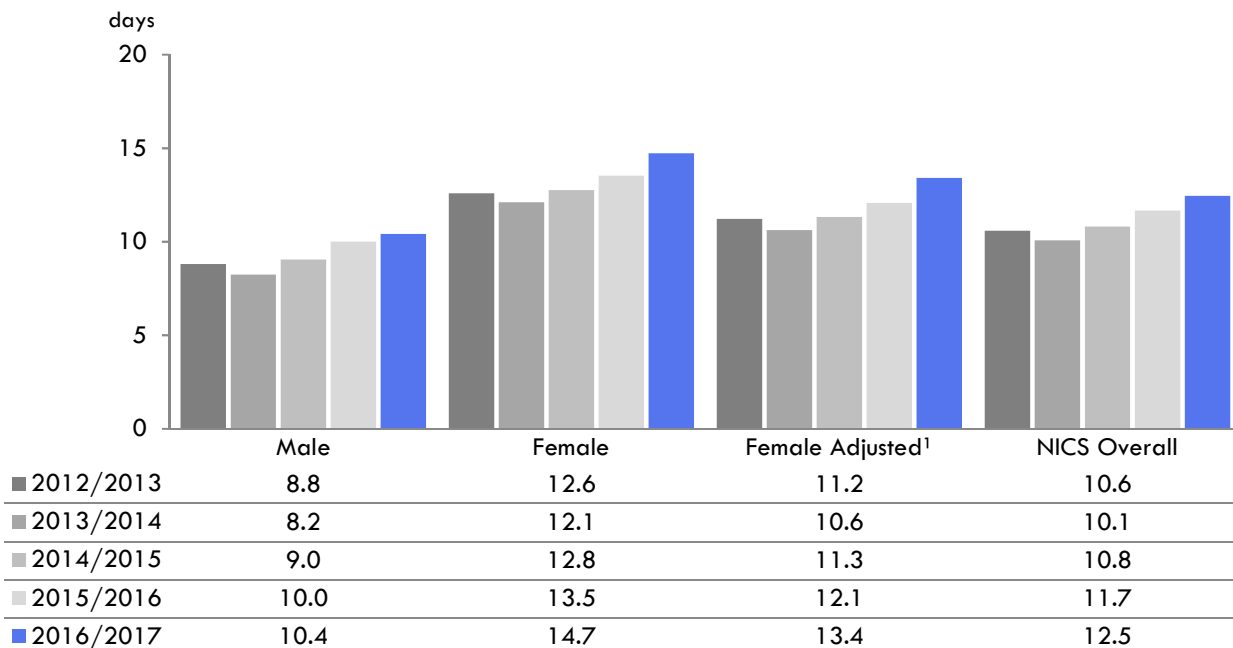
Female staff have historically had a higher level of absence than males, with a difference of around 4 days observed in recent years.

The largest cause of the difference though was *Pregnancy Related Disorders*. If this cause was excluded, the adjusted absence level for females was 13.4 days. If all gender-specific absences¹ were excluded from the absence figures the difference between male and female absence would fall to 2.0 days (12.3 days for females and 10.3 days for males).

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

Figure 3

Working Days Lost per Staff Year by Gender (2012/2013 to 2016/2017)



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¹ Absences due to *Pregnancy Related Disorders*, gender-specific *Genitourinary and Gynaecological Disorders* and gender-specific *Benign and Malignant Tumours, Cancers*.

² Excludes absences due to *Pregnancy Related Disorders*.

1.5 Length of Service

Staff with less than two years' service in NICS lost an average of 3.0 days through sickness absence in 2016/2017. This was less than a quarter of the average number of days lost (12.6 days) by staff with more than two years of service.

The lower level of sickness absence among new staff was a probable consequence of the fact that each spends one year on probation immediately after joining NICS. The probation regime includes more stringent conditions concerning the management of sickness absence. For probationary staff, each absence spell leads to a review and the consideration of potential inefficiency action.

It is worth noting that only 1.5% of NICS staff had less than two years' service in 2016/2017 due to a NICS-wide recruitment embargo which operated from November 2014 to April 2016.

Table 1

Working Days Lost per Staff Year by Length of Service (2012/2013 to 2016/2017)

Length of Service	Working Days Lost per Staff Year				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Less than 1 year	3.9	3.6	3.4	3.1	2.1
1 to less than 2 years	6.3	6.1	6.3	5.1	5.7
Less than 2 years	4.6	4.9	5.3	4.3	3.0
2 to less than 3 years	7.7	7.4	11.6	9.2	6.8
3 to less than 4 years	10.4	5.5	10.6	12.2	12.4
4 to less than 5 years	10.3	10.1	9.7	8.6	11.4
5 years or more	10.9	10.5	11.1	11.9	12.7
2 years or more	10.8	10.4	11.1	11.8	12.6
NICS Overall	10.6	10.1	10.8	11.7	12.5

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1.6 Age Group

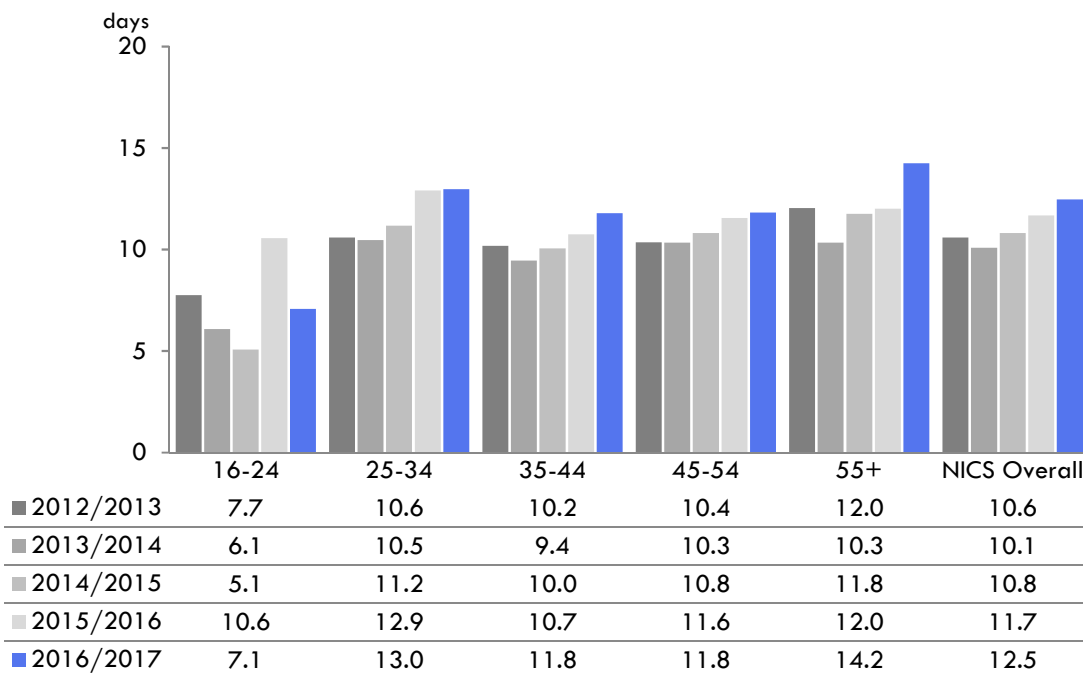
The average number of working days lost ranged from 7.1 days for staff aged 16-24 to 14.2 days for staff aged 55+. It should be noted, however, that the youngest age group (16-24) accounted for only 0.3% of NICS staff.

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

Older staff generally tended to have fewer absences but when they were sick, the duration of their absence was longer. The average duration of absence increased by age group and ranged from 8.1 days for staff aged 16-24 to 20.1 days for staff aged 55+. To see the age comparisons in greater detail, see Table 6.4 in Appendix 6.

Figure 4

Working Days Lost per Staff Year by Age Group (2012/2013 to 2016/2017)



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CHAPTER 2

Spells of Sickness Absence

49.5% of staff had **no** sickness absence

67.2% of absence spells lasted five working days or less

81.1% of working days lost were covered by a medical certificate

2. SPELLS OF SICKNESS ABSENCE

This chapter looks at the number and duration of sickness absence spells and how they were certified. Supporting information can be found in Appendix 6.

2.1 Number of Absence Spells

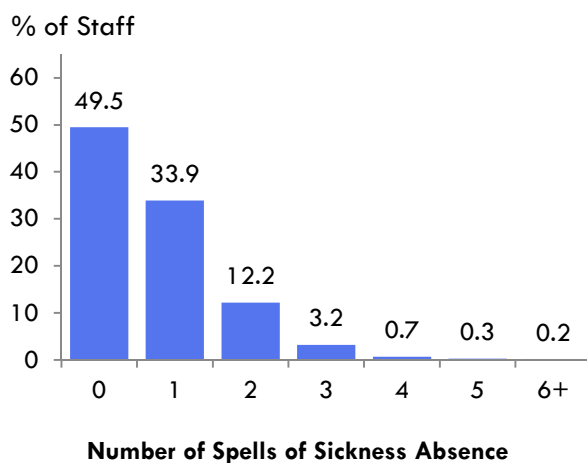
In 2016/2017, just under half of all staff (49.5%) had no spells of sickness absence - the lowest level recorded in the last five years and a slight decrease from the previous year when 50.0% of staff had none. One spell of absence was recorded for 33.9% of staff, 12.2% had two spells, while the remaining 4.4% of staff were absent on three or more occasions (see Figure 5).

The proportion of staff with no absence varied markedly between Departments from 43.3% in DfC to 62.7% in TEO (see Table 6.10 in Appendix 6).

Figure 6 shows that 23.7% of staff were absent for between one and five days in total during 2016/2017. Meanwhile, the percentage of staff who were absent for a total of more than 20 days during the year rose to 13.7% - the highest proportion observed over the past five years (see Table 6.8 in Appendix 6).

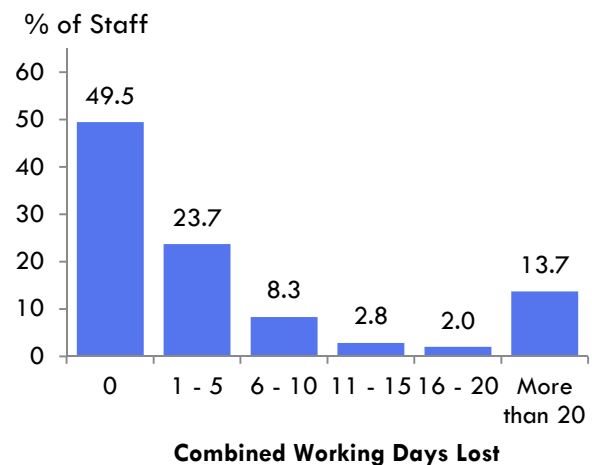
For further information on absence spells and working days lost, see Appendix 6.

Figure 5
Number of Absence Spells



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Figure 6
Combined Working Days Lost¹



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¹ The total number of working days lost for an individual, counted across all their absence spells, during the financial year.

2.2 Duration of Absence Spells

Around 18,000 sickness absence spells were recorded in 2016/2017. The majority of spells were relatively short - 67.2% of all absence spells lasted five working days or less. Such absences, however, only accounted for 12.8% of the total working days lost to sickness absence (see Figure 7). In total, short-term absences (those lasting 20 working days or less) accounted for 81.8% of all spells.

Long-term absences (those lasting more than 20 days) made up the bulk of all working days lost. Although they represented just 18.2% of spells, they accounted for 76.1% of all the working days lost. These figures were a small increase on those for 2015/2016.

Figure 7
Duration of Absence Spells

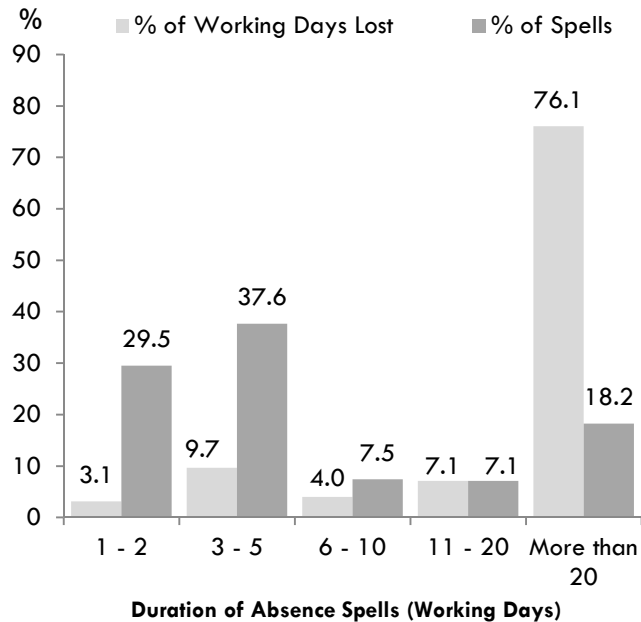
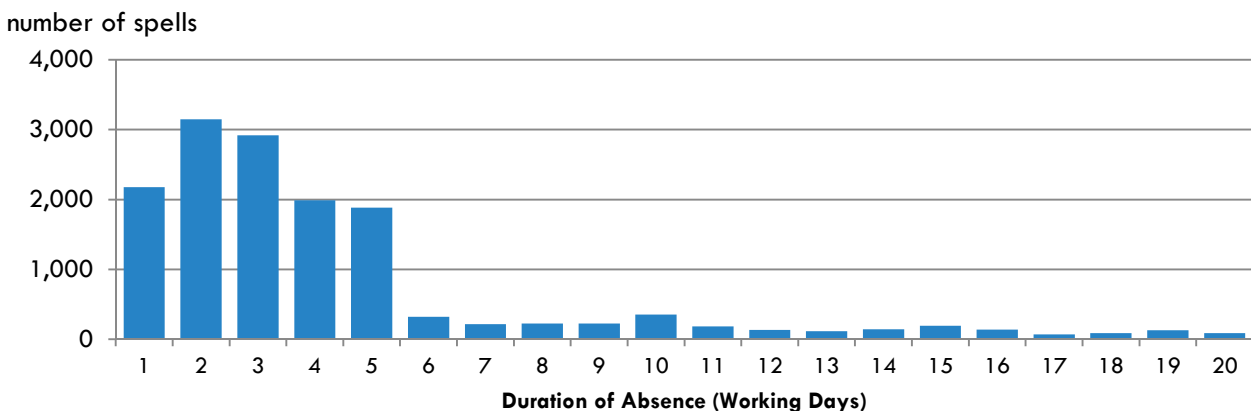


Figure 8
Number of Spells by Duration - Short-term Absences

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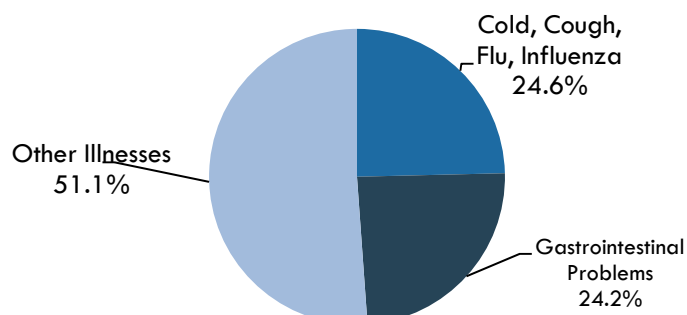
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Over 3,000 spells of absences lasted for two working days - the most frequent duration of all absences (see Figure 8).

Short-term absence spells were predominately due to *Cold, Cough, Flu, Influenza* (24.6%) or *Gastrointestinal Problems* (24.2%).

An analysis of long-term absences can be found in Chapter 4.

Figure 9
Short-Term Absences - % of Spells by Reason



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2.3 Absence Certification

All NICS staff are required to have their spells of sickness absence certified. For absences of seven calendar days or less staff are able to self-certify whereas, for longer absences, a Medical Certificate from a medical practitioner or hospital is required. Given the short duration of many absences, it is not surprising that the majority (59.1%) of spells were self-certified with medically certified absences making up a further 32.1% of the total.

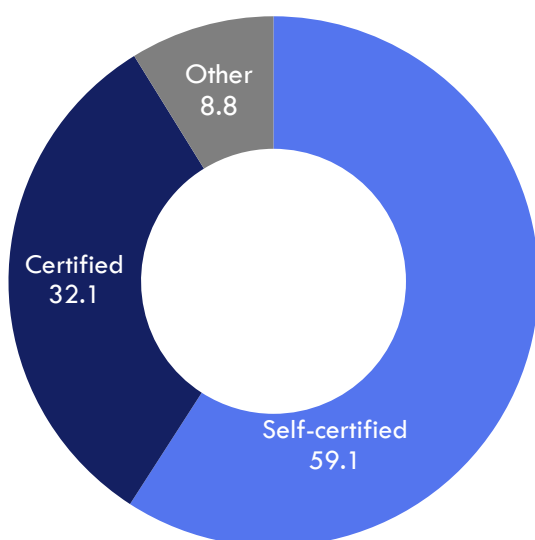
Absences which were uncertified or missing a certification have been classified here as 'other' and accounted for 8.8% of absence spells. A proportion of this figure would relate to absences where the certification had yet to be processed at the end of 2016/2017.

As would be expected, self-certified absences did not last as long as certified absences. On average, self-certified absences lasted 2.9 days while certified absences lasted 37.9 days (see Table 6.1 in Appendix 6).

The majority of working days lost were certified by a doctor or hospital. Absences certified in this manner accounted for 81.1% of the total working days lost, equating to 10.1 days lost per staff year or 4.5% of the available working days (see Table 3.3 in Appendix 3). Self-certified absences accounted for a further 11.5% of the working days lost while 'other' absences made up the remaining 7.4%.

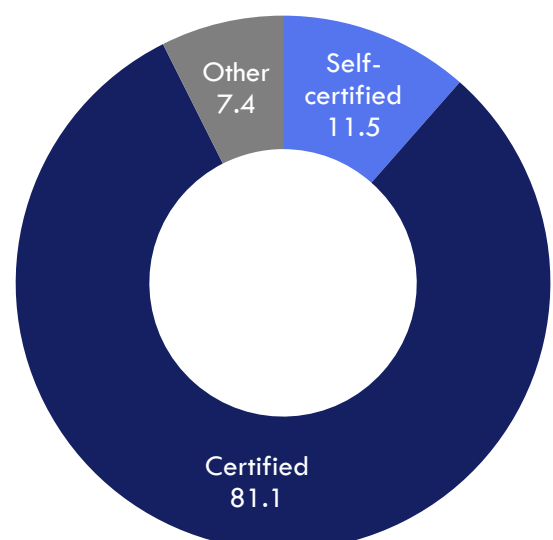
Further information about absence certification (including a Departmental breakdown) is available in Tables 6.1 to 6.4 in Appendix 6.

Figure 10
% of Absence Spells by Certification



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Figure 11
% of Working Days Lost by Certification



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CHAPTER 3

Reason for Sickness Absence

The main reason for absence was

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

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

3. REASON FOR SICKNESS ABSENCE

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

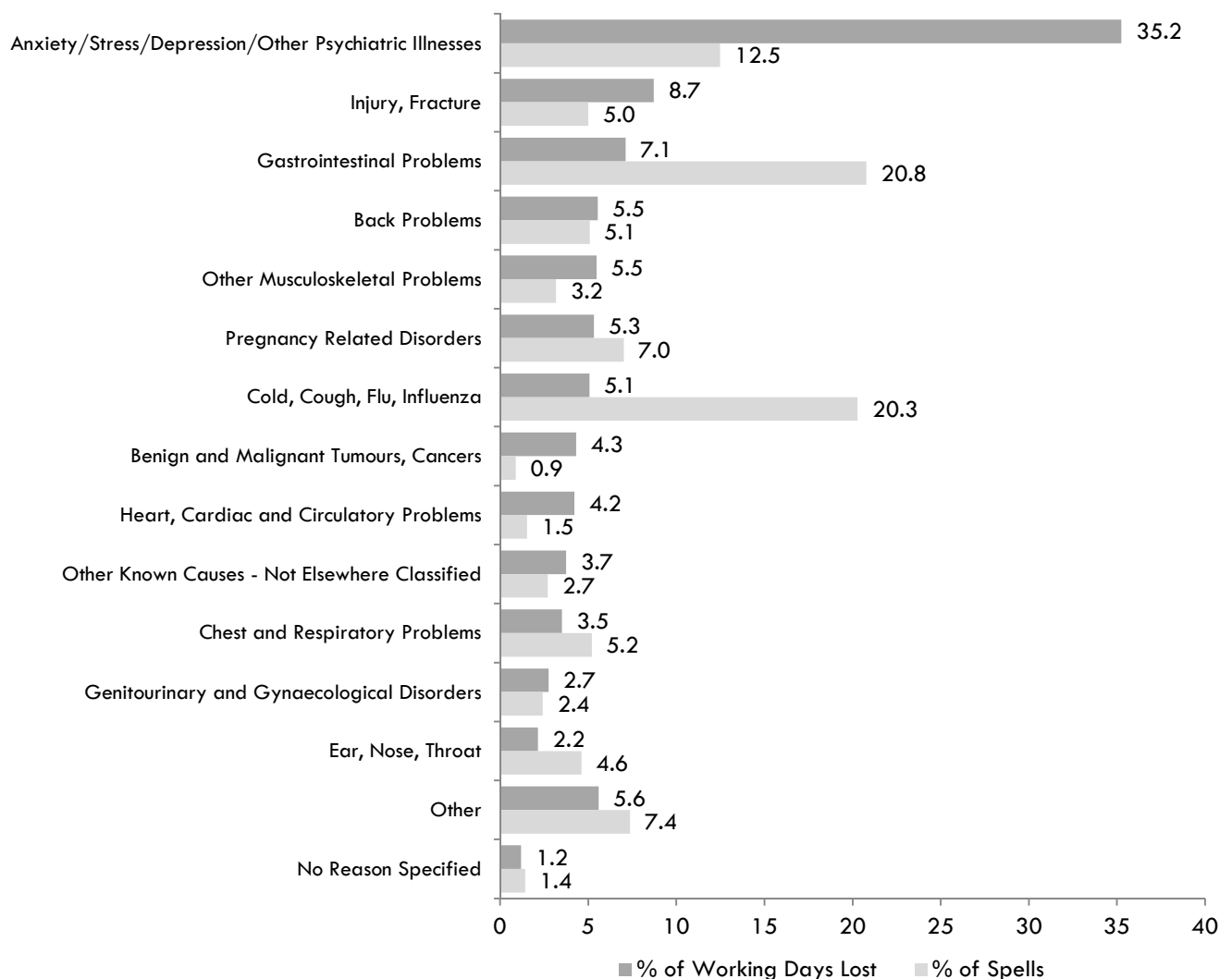
3.1 NICS Overall

Absences recorded as *Gastrointestinal Problems* or *Cold, Cough, Flu, Influenza* accounted for over 40% of all absence spells in 2016/2017. However they did not account for the highest proportion of working days lost as most such illnesses were short-term in nature.

The highest proportion of working days lost was, as in previous years, actually due to *Anxiety/Stress/Depression/Other Psychiatric Illnesses*. This reason accounted for 35.2% of the total working days lost and was responsible for over half of the increase in the overall absence level observed in 2016/2017. One third of the working days lost in this illness category were recorded as work-related stress (see Table 7.4 in Appendix 7).

To view each absence type's contribution to the overall NICS absence level, see Table 9.5 in Appendix 9.

Figure 12^{1,2}
Reason for Absence



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

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

The average duration of an absence is linked to the nature and severity of the illness involved.

Absences caused by *Benign and Malignant Tumours, Cancers* had the longest average duration at 72.0 working days. These absences, however, were quite rare and only accounted for 0.9% of absence spells. By contrast, absences due to *Anxiety/Stress/Depression/Other Psychiatric Illnesses* not only had the second highest average duration (42.3 working days) but also accounted for 12.5% of spells.

At the other end of the scale, absences due to *Cold, Cough, Flu, Influenza* had the shortest average duration at 3.7 days. For a detailed breakdown of absence reason by spells, see Table 7.2 in Appendix 7.

Table 2^{1,2}

Average Duration of Absence by Reason

	Working Days
Benign and Malignant Tumours, Cancers	72.0
Anxiety/Stress/Depression/Other Psychiatric Illnesses	42.3
Heart, Cardiac and Circulatory Problems	41.2
Nervous System Disorders	30.3
Substance Abuse	28.1
Blood Disorders	26.5
Injury, Fracture	26.1
Other Musculoskeletal Problems	25.8
Endocrine/Glandular Problems	21.2
Other Known Causes - Not Elsewhere Classified	20.8
Genitourinary and Gynaecological Disorders	17.0
Back Problems	16.4
Eye Problems	15.9
Skin Disorders	13.9
Pregnancy Related Disorders	11.4
Infectious Diseases	11.1
Chest and Respiratory Problems	10.1
Burns, Poisoning, Frostbite, Hypothermia	9.2
Asthma	7.8
Ear, Nose, Throat	7.0
Gastrointestinal Problems	5.1
Dental and Oral Problems	4.8
Headache/Migraine	4.2
Cold, Cough, Flu, Influenza	3.7
No Reason Specified	12.6

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

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

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

3.2 Grade Level

For the second year in succession, *Anxiety/Stress/Depression/Other Psychiatric Illnesses* accounted for the highest percentage of working days lost at all grade levels. The proportion of working days lost to this cause increased across all level grades with the exception of Prison Grade staff, where the proportion fell from 47.1% to 40.6%.

Prison Grade and Industrial staff had a noticeably higher proportion of working days lost to *Injury, Fracture* than staff in other grade levels. This situation is likely to reflect the type of work undertaken by these grades.

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

Table 3^{1,2,3}
Reason for Absence by Grade Level

	% of Working Days Lost								
	G7+	DP	SO	EOI	EOII	AO	AA	Industrial	Prison Grade
Anxiety/Stress/Depression/Other Psychiatric Illnesses	24.4	34.7	31.2	31.5	40.9	36.8	32.1	23.0	40.6
Asthma	0.1	-	0.1	-	0.3	0.1	0.3	-	-
Back Problems	1.3	4.5	4.2	8.9	4.6	5.1	5.8	11.9	4.6
Benign and Malignant Tumours, Cancers	9.8	6.5	6.9	6.6	2.6	4.5	4.1	-	0.5
Blood Disorders	-	0.3	0.2	0.2	0.2	1.1	0.8	-	-
Burns, Poisoning, Frostbite, Hypothermia	n/a	-	-	n/a	-	0.0	n/a	0.5	-
Chest and Respiratory Problems	9.0	3.7	3.4	3.1	3.5	3.3	3.2	4.9	2.4
Cold, Cough, Flu, Influenza	5.8	6.3	6.7	4.8	6.1	5.1	4.8	3.8	1.6
Dental and Oral Problems	-	0.1	1.0	0.3	0.2	0.3	0.2	-	0.1
Ear, Nose, Throat	2.0	1.7	1.9	2.1	2.1	2.6	3.1	1.6	1.0
Endocrine/Glandular Problems	-	0.1	0.2	1.2	0.5	0.9	-	-	-
Eye Problems	1.5	1.2	1.3	1.1	0.7	1.2	0.3	1.8	0.2
Gastrointestinal Problems	8.2	5.9	9.6	7.0	7.4	7.5	5.1	5.7	5.7
Genitourinary and Gynaecological Disorders	3.0	5.3	3.1	3.4	3.1	2.3	4.4	0.6	0.7
Headache/Migraine	0.5	1.1	1.1	0.3	0.6	0.8	2.2	0.2	0.1
Heart, Cardiac and Circulatory Problems	5.5	7.0	3.7	3.0	5.3	1.8	4.7	12.0	5.8
Infectious Diseases	0.5	0.5	0.6	0.6	0.3	0.2	0.4	1.5	0.3
Injury, Fracture	8.5	5.8	7.5	8.4	6.8	5.7	8.0	17.3	22.3
Nervous System Disorders	n/a	1.6	0.8	2.0	0.6	1.1	0.7	-	-
Other Known Causes - Not Elsewhere Classified	5.4	4.0	4.4	3.5	3.3	3.7	2.4	2.0	5.6
Other Musculoskeletal Problems	8.8	4.6	5.1	7.0	6.4	5.1	5.0	7.7	2.1
Pregnancy Related Disorders	2.1	4.3	5.1	2.4	3.9	8.4	10.5	n/a	2.4
Skin Disorders	0.4	0.3	0.3	1.1	0.2	0.7	0.9	0.4	0.9
Substance Abuse	n/a	n/a	-	-	-	0.4	-	n/a	-
No Reason Specified	2.2	0.7	1.5	1.3	0.4	1.3	0.6	2.6	1.2
NICS Overall	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

[DOWNLOAD](#)

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

² n/a: No cases recorded.

³ Cells with small numbers of occurrences have been suppressed (-).

3.3 Gender

As has been the case for over 10 years *Anxiety/Stress/Depression/Other Psychiatric Illnesses* was the reason behind the highest percentage of working days lost for both males and females.

The second highest reason for males was *Injury, Fracture*, accounting for 11.5% of their working days lost. *Pregnancy Related Disorders* was the second highest reason for females, accounting for 9.6% of their working days lost.

Table 4^{1,2,3}
Reason for Absence by Gender

	% of Working Days Lost	
	Male	Female
Anxiety/Stress/Depression/Other Psychiatric Illnesses	36.4	34.4
Asthma	0.2	0.2
Back Problems	6.6	4.7
Benign and Malignant Tumours, Cancers	3.3	5.1
Blood Disorders	0.7	0.6
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.1
Chest and Respiratory Problems	3.7	3.3
Cold, Cough, Flu, Influenza	5.8	4.5
Dental and Oral Problems	0.3	0.2
Ear, Nose, Throat	2.0	2.3
Endocrine/Glandular Problems	0.3	0.8
Eye Problems	1.1	0.9
Gastrointestinal Problems	8.8	5.8
Genitourinary and Gynaecological Disorders	1.1	4.1
Headache/Migraine	0.7	0.8
Heart, Cardiac and Circulatory Problems	5.7	3.1
Infectious Diseases	0.4	0.4
Injury, Fracture	11.5	6.5
Nervous System Disorders	1.0	0.9
Other Known Causes - Not Elsewhere Classified	3.3	4.1
Other Musculoskeletal Problems	4.8	6.0
Pregnancy Related Disorders	n/a	9.6
Skin Disorders	0.7	0.5
Substance Abuse	0.3	0.2
No Reason Specified	1.2	1.2
NICS Overall	100.0	100.0

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

² n/a: No cases recorded.

³ Cells with small numbers of occurrences have been suppressed (-).

3.4 Age Group

Anxiety/Stress/Depression/Other Psychiatric Illnesses accounted for the highest percentage of working days lost for all age groups.

The only other absence reason to exceed 15% of working days lost in any age group was *Pregnancy Related Disorders* among the 25-34 age group, which accounted for 17.6% of their working days lost.

Table 5^{1,2,3}

Reason for Absence by Age Group

	% of Working Days Lost				
	16-24	25-34	35-44	45-54	55+
Anxiety/Stress/Depression/Other Psychiatric Illnesses	27.6	37.0	36.9	35.9	31.2
Asthma	n/a	0.2	0.2	0.2	0.1
Back Problems	4.6	3.9	5.5	5.8	6.4
Benign and Malignant Tumours, Cancers	n/a	2.0	1.8	6.1	6.4
Blood Disorders	n/a	0.6	0.5	0.5	0.9
Burns, Poisoning, Frostbite, Hypothermia	n/a	0.2	0.0	0.1	-
Chest and Respiratory Problems	-	2.0	3.2	3.8	4.6
Cold, Cough, Flu, Influenza	7.2	5.4	5.7	4.9	4.3
Dental and Oral Problems	n/a	0.4	0.2	0.1	0.4
Ear, Nose, Throat	-	2.5	2.6	2.0	1.5
Endocrine/Glandular Problems	n/a	0.2	0.6	0.9	0.4
Eye Problems	n/a	0.3	1.0	1.3	1.1
Gastrointestinal Problems	14.9	7.4	7.6	7.5	5.8
Genitourinary and Gynaecological Disorders	-	1.7	2.9	3.4	2.4
Headache/Migraine	2.8	1.1	0.9	0.5	0.6
Heart, Cardiac and Circulatory Problems	n/a	0.8	2.4	3.7	9.7
Infectious Diseases	n/a	0.3	0.6	0.3	0.4
Injury, Fracture	13.2	8.4	8.4	8.8	9.1
Nervous System Disorders	-	0.6	0.5	1.6	0.6
Other Known Causes - Not Elsewhere Classified	-	2.7	4.0	3.5	4.6
Other Musculoskeletal Problems	n/a	3.4	4.7	6.0	7.2
Pregnancy Related Disorders	-	17.6	8.5	0.2	-
Skin Disorders	n/a	0.2	0.5	0.8	0.7
Substance Abuse	n/a	0.2	0.0	0.6	-
No Reason Specified	-	0.9	0.7	1.7	1.4
NICS Overall	100.0	100.0	100.0	100.0	100.0

[DOWNLOAD](#)

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

² n/a: No cases recorded.

³ Cells with small numbers of occurrences have been suppressed (-).

CHAPTER 4

Long-term Sickness Absence

12.8% of staff had at least one long-term absence

Long-term absences accounted for **76.1%** of the total working days lost

22.9% of Prison Grade staff had a long-term absence

4. LONG-TERM SICKNESS ABSENCE

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

4.1 Prevalence of Long-term Absence

In 2016/2017, approximately one in every eight staff (12.8%) had a long-term absence; an increase on the previous year's figure (11.9%).

These 3,127 staff each had at least one absence spell that lasted anywhere from more than one month to the full year (see Figure 13). The average length of these 3,289 spells was around three calendar months (62.5 working days¹).

Long-term absences accounted for 76.1% of all working days lost, which was the highest proportion recorded over the past five years. By way of illustration, this level of long-term absence would be equivalent to the loss of around 920 full-time staff for an entire year.

Meanwhile, the Frequency Rate² - the number of long-term spells per employee - stood at 13.5%, which was its highest level in the last five years.

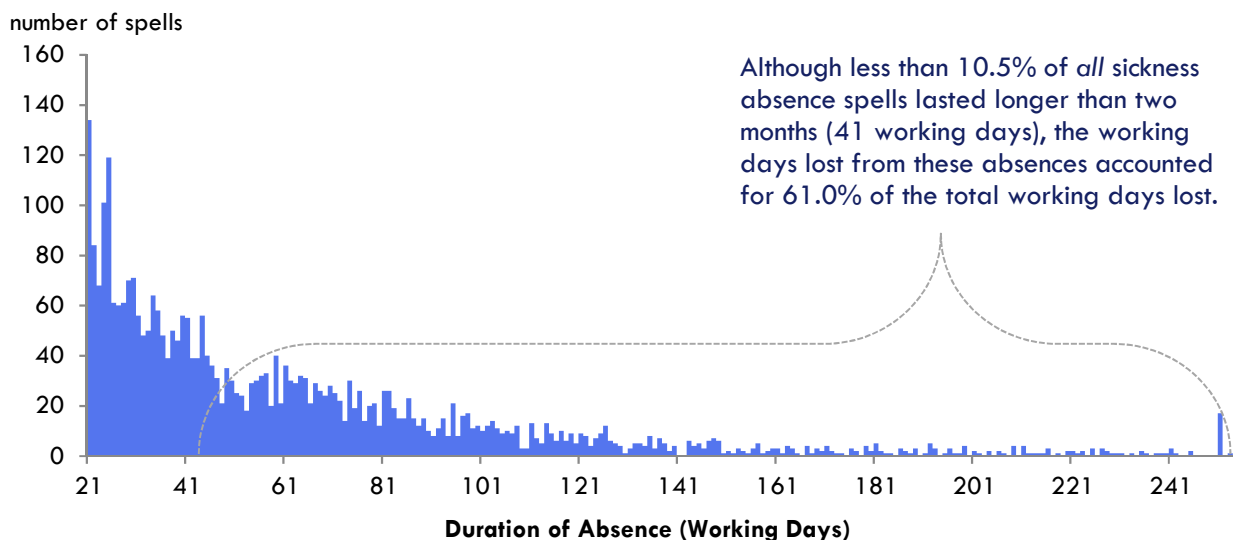
Table 6
Number of Long-term Absence Spells

Number of Long-term Absence Spells	Number of Staff	% of Staff
0	21,280	87.2
1	2,968	12.2
2	156	0.6
3+	3	0.0
NICS Overall	24,407	100.0

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Figure 13

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



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¹ The figure of 62.5 working days is the mean duration. The median (the middle value of all the long-term absence durations) is 48.0 working days, which equates to nearly 2½ months. These figures only take account of the days lost during the specific financial year. For context, long-term absences that ended during 2016/2017 lasted for an average of 78.0 working days (over 3½ months).

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

4.2 Grade Level

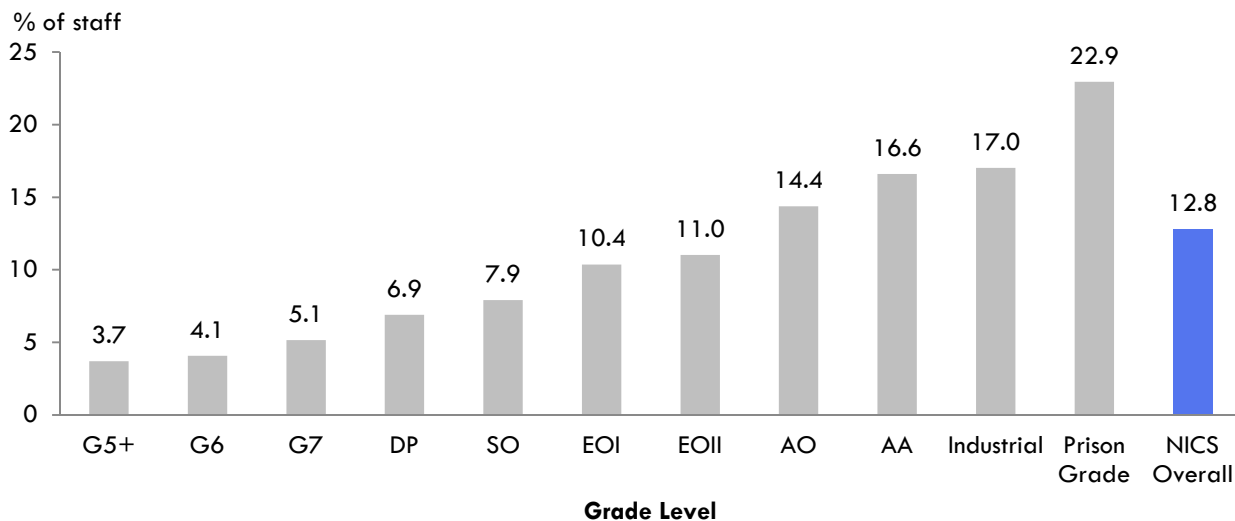
Prison Grade staff had the highest incidence of long-term sickness absence - with 22.9% of staff having a long-term absence spell in 2016/2017. This was, however, a reduction on the 2015/2016 figure of 28.2%. The other only grade level to show a reduction in long-term sickness absence spells was Grade 7.

The average duration of Prison Grade absences was 66.7 working days, which was higher than the overall NICS average (62.5 working days). In total, 86.1% of all working days lost by Prison Grade staff were due to long-term absences – the highest percentage of any grade level (see Table 8.2 in Appendix 8).

In the non-industrial grades, the incidence of long-term absence tended to decrease as grade level increased. For example, 16.6% of the AA grade staff had a long-term absence compared with 3.7% of G5+ staff.

Figure 14

One or More Long-term Absence by Grade Level



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4.3 Gender

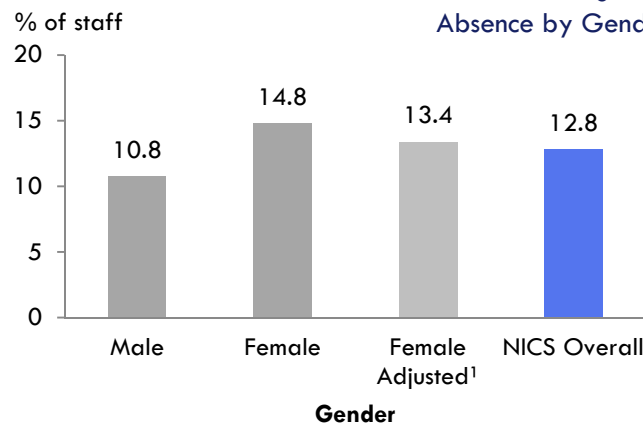
Females had a higher incidence of long-term absence than males, even after absences due to *Pregnancy Related Disorders* were excluded.

On the other hand, the average duration of their long-term absences (59.4 days) was shorter than those of males (67.1 days).

For further information, see Table 8.3 in Appendix 8.

Figure 15

One or More Long-term Absence by Gender

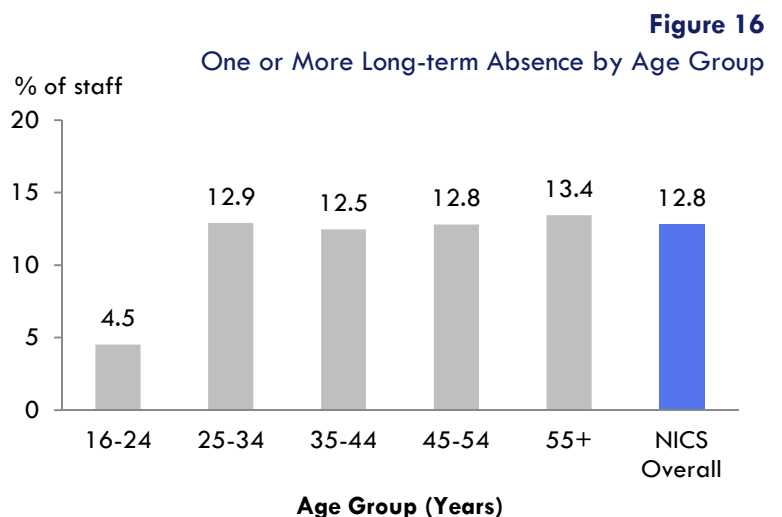


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¹ Excludes absences due to Pregnancy Related Disorders.

4.4 Age Group

Apart from a lower incidence of long-term absence among staff aged 16-24 (4.5%), there was no obvious absence trend by age group. In every other age group, between 12.5% and 13.4% of staff had one or more long-term absence spell in 2016/2017. However, the average duration of the long-term absences did increase with age group (see Table 8.4 in Appendix 8).



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4.5 Reason for Long-term Absence

Anxiety/Stress/Depression/Other Psychiatric Illnesses accounted for the largest proportion of long-term absences in terms of both the spells (40.9%) and the working days lost (42.5%).

The second most significant reason was *Injury, Fracture*, which accounted for 9.5% of the long-term working days lost and 10.2% of the long-term absence spells.

Table 7

Reason for Long-term Absence^{1,2} (% of Long-term Working Days Lost and Long-term Spells)

	% of Long-term Working Days Lost	% of Long-term Spells
Anxiety/Stress/Depression/Other Psychiatric Illnesses	42.5	40.9
Injury, Fracture	9.5	10.2
Other Musculoskeletal Problems	6.1	6.2
Benign and Malignant Tumours, Cancers	5.5	3.6
Back Problems	5.4	5.4
Heart, Cardiac and Circulatory Problems	5.1	3.8
Pregnancy Related Disorders	4.5	5.9
Gastrointestinal Problems	4.1	5.3
Other Known Causes - Not Elsewhere Classified	3.8	4.3
Genitourinary and Gynaecological Disorders	2.8	2.9
Chest and Respiratory Problems	2.4	2.7
Ear, Nose, Throat	1.2	1.6
Nervous System Disorders	1.1	1.1
Other	4.9	5.0
No Reason Specified	1.1	1.2
NICS Overall	100.0	100.0

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

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

CHAPTER 5

Absence Targets

A long-term Frequency Rate of **13.5%**

A long-term average duration of **62.5** working days

5. ABSENCE TARGETS

This chapter reports how the NICS and its Departments performed against measures that were previously set as strategic 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 year¹. This target, and associated milestones, formed part of the 2011-2015 Programme for Government.

Strategic targets were also set in relation to a reduction in both the frequency and duration of long-term² absences. In addition, specific targets were agreed for individual Departments which, while differing in absolute terms, were equally challenging and achievable.

At the end of 2014/2015, it was decided to extend the targets for a further year, to March 2016. No Ministerial target was set for 2016/2017 or beyond as the NI Executive's focus was to be on major societal outcomes for Northern Ireland. In the absence of a Ministerial target, NICS has focused on compliance with sickness absence policies and procedures.

For the purpose of continuity of reporting, however, the following pages of this chapter will present the figures for both the frequency and duration of long-term absences, which formed part of the previous targets.

¹ 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.

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

5.2 Long-term¹ Frequency²

DoJ had the highest frequency of long-term absences in 2016/2017 at 17.2%. This was a reduction on the previous year's figure of 18.1%. TEO had the lowest frequency at 7.7%.

DoJ was the only Department to experience a decrease in the frequency of long-term absences. The greatest increase was at the Public Prosecution Service (PPS) where the frequency rate rose from 11.5% to 13.6%. Other notable increases were observed within the Department for Communities (DfC), the Department for the Economy (DfE) and the Department of Education (DE).

Table 8

Long-term Frequency by Department (2012/2013-2016/2017)^{3,4}

Department	Long-term Frequency Rate (%)				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
DAERA				9.9	10.5
DfC				13.8	15.2
DfE				9.1	10.5
DE				9.4	11.2
DoF				9.8	10.4
DoH				7.4	8.0
DfI				11.3	12.0
DoJ				18.1	17.2
TEO				7.5	7.7
PPS				11.5	13.6
NICS Overall	11.1	10.9	11.8	12.5	13.5

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¹ For the purpose of target-setting, absences were split into long-term and short-term, with long-term being defined as greater than 20 consecutive working days.

² Frequency Rate is the average number of long-term spells per employee, expressed as a percentage.

³ The figures shown for 2015/2016 represent a best estimate of what the figures would have been, had the new NICS structures been implemented for the entire year. No figures are available for prior years due to the impact of NICS restructuring. For more information on the restructuring, see Appendix 1 and Appendix 11.

⁴ **Green** text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

5.3 Long-term¹ Duration²

The average duration of long-term absence spells varies across Departments. In 2016/2017, the Department for Infrastructure (DfI) had the longest average duration at 66.5 working days while the shortest average was 55.2 working days at the Department of Finance (DoF). Three Departments - DoF, DfE and PPS - showed a decrease in average duration compared with 2015/2016.

The most notable increases were in DE, where the average duration rose by 9.6 days to 64.4 days, and the Department of Health (DoH) which experienced an increase of 8.8 days. The other Departments with an increase of five days or more were the Department of Agriculture, Environment and Rural Affairs (DAERA), DfC and TEO.

Table 9

Long-term Duration by Department (2012/2013 - 2016/2017)^{3,4}

Department	Long-term Duration (working days)				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
DAERA				57.2	62.4
DfC				57.0	62.0
DfE				62.5	61.2
DE				54.8	64.4
DoF				58.1	55.2
DoH				54.6	63.4
DfI				66.4	66.5
DoJ				65.7	66.3
TEO				50.4	56.0
PPS				57.9	56.4
NICS Overall	60.0	59.8	60.2	60.2	62.5

[DOWNLOAD](#)

¹ For the purpose of target-setting, absences were split into long-term and short-term, with long-term being defined as greater than 20 consecutive working days.

² Throughout this report, the duration of absence relates only to days lost in the specific financial year.

³ The figures shown for 2015/2016 represent a best estimate of what the figures would have been, had the new NICS structures been implemented for the entire year. No figures are available for prior years due to the impact of NICS restructuring. For more information on the restructuring, see Appendix 1 and Appendix 11.

⁴ Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

CHAPTER 6

Absence Insight

6. ABSENCE INSIGHT

In 2016/2017 the average number of working days lost rose from 11.7 days to 12.4 days. This chapter aims to provide an insight into the factors underlying this increase.

What was behind the rise in absence levels?

The increase in the absence level in 2016/2017 can be attributed to a rise in long-term absences. While the short-term absence level decreased slightly the long-term absence level increased by around 10% from the previous year (see Table 9.7 in Appendix 9). Long-term mental health¹ illnesses continued to be the main contributor to the rise, accounting for over half (54%) of the reported rise from 11.7 to 12.5 working days lost per staff year.

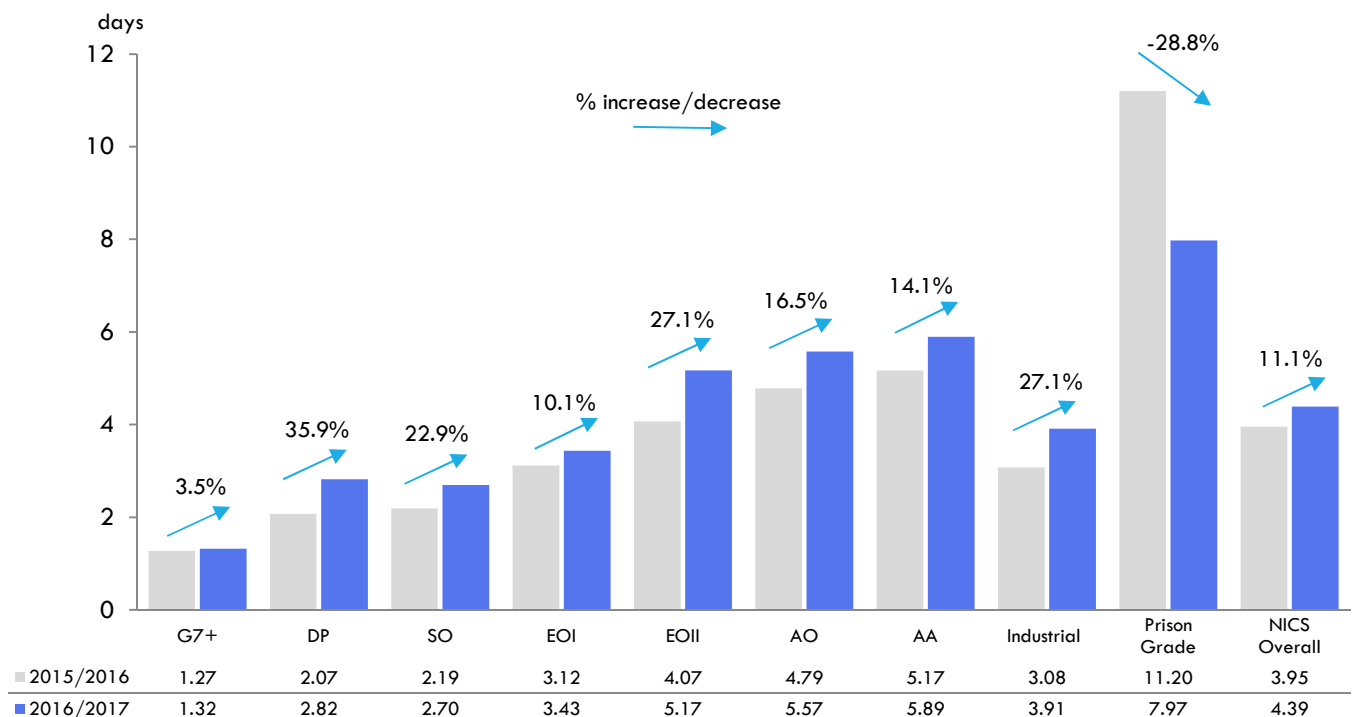
Grade Level Focus

In the previous two years, Prison Grade staff made the biggest contribution to the rising absence level. However, in 2016/2017 it was with staff at the AO and EOII grade levels where the contribution was greatest (accounting for 87% of the overall increase). These staff made up around 45% of all NICS staff. For the AO and EOII grade levels, mental health illnesses had the biggest impact on their increasing absence levels (57% of the increase from 13.8 to 15.2 days for AO grade staff; 65% of the increase from 10.9 to 12.6 days for EOII grade staff).

As shown below, the level of absence due to mental health illnesses increased at all grade levels, apart from Prison Grade. Incidentally, the overall absence level for Prison Grade staff actually reduced by 17.4% this year, to its lowest level since 2013/2014.

Figure 17

Working Days Lost per Staff Year due to Mental Health Illnesses by Analogous Grade Level



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¹ "Mental Health" refers to the sickness absence category Anxiety/Stress/Depression/Other Psychiatric Illnesses.

Departmental Focus¹

DfC had the second highest overall absence level (14.7 days lost per staff year), behind DoJ (15.3 days). However, given that DfC was more than 2.5 times the size of any other Department, including DoJ, it has the biggest impact on the overall NICS absence level, and accounted for more than 80% of the overall increase this year.

Whilst not having the highest overall absence level, DfC did have the highest level of mental health absences (5.8 days; just ahead of DoJ with 5.7 days). The level of mental health absences in DfC increased by some 21% this year, contrasting with a reduction in DoJ of 14.3%. While DfE (29.4%) and DoH (23.0%) had greater proportionate increases than DfC, they still had lower overall levels of mental health absences (3.3 days and 4.0 days respectively).

¹ The NICS Departments were restructured from 9th May 2016. All Departmental figures for 2015/2016 represent a best estimate of those year's figures, had the new NICS structure been in place. For more information on the restructuring, see Appendix 1 and Appendix 11.

APPENDICES

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

This report covers sickness absences that were recorded on HRConnect (the main HR system used by the NICS) for industrial and non-industrial staff in the Northern Ireland Civil Service. The report also includes sickness absence information for staff in the Department of Justice that were not held on HRConnect, namely: the Northern Ireland Prison Service (data taken from their COMPASS system). Data prior to 2016/2017 for Youth Justice Agency staff was taken from their Simply Personnel system.

Absence information is presented by Department, grade level, gender, age group, length of service and reason for absence. Some comparisons with figures for the previous four financial years were also included.

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

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

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

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

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

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

The annual datasets cover the financial year from 1st April to 31st March. The processes used in producing this report are continually being streamlined while at the same time maintaining or improving the accuracy of the data.

Report Year	Date Published	Report Year	Date Published
2016/2017	20/09/2017	2012/2013	30/10/2013
2015/2016	22/09/2016	2011/2012	29/11/2012
2014/2015	10/09/2015	2010/2011	02/12/2011
2013/2014	16/10/2014		

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

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

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

Appendix 1: Data Quality

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

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

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

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

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

In December 2016, HR information, including historic sickness absence information, relating to staff in the Youth Justice Agency was moved from their Simply Personnel system onto HRConnect (the main HR system used by the NICS). This should improve the data's comparability further, from 2016/2017 onwards. Similarly, Non-Prison Grade staff in the Northern Ireland Prison Service have moved their HR information from the COMPASS system onto HRConnect from 1st April 2017.

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

On the 9th May 2016 new Departmental structures came into effect within the NICS, with the number of Ministerial Departments being reduced from twelve to nine [Note: The Public Prosecution Service (PPS) is a Non-Ministerial Department], and various functional areas being transferred to accommodate this (see Appendix 11 for an overview of the changes).

For the 2016/2017 Departmental analyses in this report, data for the period 1st April 2016 to 8th May 2016 have been recoded to best reflect the new Departmental structures that came into effect on the 9th May 2016. In addition, in order to provide some comparative information, any Departmental analyses presented for 2015/2016 have also been reworked to represent a best estimate of the position as if the restructuring had actually taken effect from 1st April 2015. Given staff moves/transfers and the normal ongoing restructuring that occurs within Departments it has not, however, been practical to attempt to estimate historical Departmental figures, based on the new NICS structure, prior to 2015/2016.

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

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

Appendix 1: Data Quality

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

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

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

No trade-offs applied.

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

A user consultation undertaken in February 2015, and an internal peer review in 2013, both received positive feedback on the annual publication.

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

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

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

All staff involved are trained on the protocols for protecting and maintaining the confidentiality of the data. NISRA follows the 'National Statistician's Guidance: Confidentiality of Official Statistics' in the collection and dissemination of this report. The guidance can be found at:

<http://www.statisticsauthority.gov.uk/national-statistician/ns-reports--reviews-and-guidance/national-statistician-s-guidance/index.html>.

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

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

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

Appendix 2: Calculations

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

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

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

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

The "Working days lost per staff year" approach was recommended by the Cabinet Office in the review *"Managing Attendance in the Public Sector (1999)"*. This approach replaced 'working days lost per person' which does not always permit valid comparisons to be made between or within organisations that differ in their proportions of part-time staff and/or their levels of staff turnover. In particular, it can misrepresent the absence rate in organisations that have a high proportion of part-time staff and/or high levels of staff turnover. For the majority of people, a staff year is approximately **220** working days, but clearly this depends on date of entry and/or date of leaving, and annual leave entitlement which varies by grade, length of service, and work pattern. For each individual a 'staff year' was therefore calculated taking all of these factors into account. The following simple example highlights the rationale for the methodology used by the Cabinet Office.

Example

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

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

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

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

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

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

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

$$\begin{aligned} \text{Total Number of working days lost} &= 30 \\ \text{Total Number of People} &= 2 \end{aligned}$$

$$\text{Working Days Lost per Person} = \frac{30}{2} = 15$$

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

Appendix 3: Tables Relating to Chapter 1

Working Days Lost through Sickness Absence

[Download Appendix 3 data](#)

Table 3.1: Department by Grade Level¹

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

Department	Working Days Lost per Staff Year								
	G7+	DP	SO	EOI	EOII	AO	AA	Industrial	Prison Grade
DAERA	5.6	8.5	8.1	10.0	9.0	11.7	19.2	12.6	n/a
DfC	4.8	7.8	9.5	12.6	13.8	17.2	22.3	7.7	n/a
DfE	6.4	6.3	10.0	13.1	12.1	11.0	15.7	n/a	n/a
DE	5.1	9.6	10.1	14.7	14.8	16.3	16.3	n/a	n/a
DoF	5.1	7.5	8.5	8.9	10.9	14.9	12.4	5.6	n/a
DoH	3.3	7.8	10.0	5.2	14.9	9.9	23.6	n/a	n/a
DfI	4.1	6.6	6.4	8.2	8.6	12.3	10.8	19.3	n/a
DoJ	6.2	10.0	10.0	13.8	14.2	12.7	22.7	9.8	19.6
TEO	9.4	6.6	8.7	12.0	6.8	5.7	3.2	n/a	n/a
PPS	6.9	10.9	11.5	9.2	11.6	16.6	13.0	n/a	n/a
NICS Overall	5.4	8.1	8.6	10.9	12.6	15.2	18.4	17.0	19.6

Table 3.2: Absence Levels by Occupational Grouping²

Occupational Groupings (with more than 200 staff)

Occupational Grouping	Working Days Lost per Staff Year				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Prison Grade	16.1	15.1	20.4	23.8	19.6
Industrial	12.9	12.1	13.7	16.2	17.0
Secretarial/Typing	10.1	8.6	10.2	12.2	13.3
Support Grade Staff	10.4	12.0	14.0	11.9	13.2
General Service	11.2	10.6	11.3	11.9	13.0
Driving Examiner	10.8	9.9	11.0	11.8	11.4
Other	7.4	7.7	6.9	7.4	9.2
Agricultural Inspector	6.3	6.0	6.5	6.6	8.7
Drawing Officer	7.2	9.4	7.0	7.8	8.3
Scientific Officer	6.9	7.8	6.9	7.4	8.1
Statistician	9.5	7.2	4.5	5.8	7.3
Computing	5.1	6.1	5.4	5.0	6.4
Civil Eng (inc assistants)	6.5	4.1	4.6	5.2	6.1
Planning	7.3	8.2	8.2	6.9	4.7
Casual	6.0	3.7	5.6	4.1	2.6

¹ n/a: No cases recorded.

² Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

Appendix 3: Tables Relating to Chapter 1

Table 3.3: Certification by Department

Department	Working Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
DAERA	1.0	8.1	9.6	0.5	3.6	4.3
DfC	1.8	11.1	14.7	0.8	5.0	6.6
DfE	1.4	8.7	10.3	0.6	3.9	4.6
DE	1.3	9.3	11.4	0.6	4.2	5.1
DoF	1.7	7.6	10.0	0.8	3.4	4.5
DoH	1.5	7.1	9.0	0.7	3.2	4.0
DfI	1.0	9.4	11.0	0.5	4.2	5.0
DoJ	1.1	13.8	15.3	0.5	6.2	6.9
TEO	1.2	6.7	7.9	0.5	3.0	3.6
PPS	1.6	9.9	12.1	0.7	4.4	5.4
NICS Overall	1.4	10.1	12.5	0.6	4.5	5.6

Table 3.4: Certification by Grade Level

Grade Level	Working Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
G5+	0.5	2.9	4.1	0.2	1.3	1.8
G6	0.7	3.8	4.6	0.3	1.7	2.1
G7	0.8	4.6	5.9	0.4	2.1	2.7
DP	1.0	6.6	8.1	0.5	3.0	3.7
S0	1.2	7.0	8.6	0.5	3.2	3.9
EOI	1.2	9.1	10.9	0.5	4.1	4.9
EOII	1.7	9.8	12.6	0.8	4.4	5.7
AO	1.9	11.7	15.2	0.9	5.3	6.8
AA	2.0	14.6	18.4	0.9	6.5	8.2
Industrial	0.8	15.6	17.0	0.4	7.0	7.6
Prison Grade	0.9	18.2	19.6	0.4	8.3	8.9
NICS Overall	1.4	10.1	12.5	0.6	4.5	5.6

Table 3.5: Certification by Gender

Gender	Working Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
Male	1.3	8.4	10.4	0.6	3.8	4.7
Female	1.6	12.0	14.7	0.7	5.4	6.6
NICS Overall	1.4	10.1	12.5	0.6	4.5	5.6

Table 3.6: Certification by Age Group

Age Group	Working Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
16-24	1.4	5.3	7.1	0.6	2.3	3.0
25-34	2.1	9.9	13.0	1.0	4.4	5.8
35-44	1.6	9.3	11.8	0.7	4.2	5.3
45-54	1.2	9.8	11.8	0.5	4.4	5.3
55+	1.1	12.0	14.2	0.5	5.4	6.4
NICS Overall	1.4	10.1	12.5	0.6	4.5	5.6

Appendix 3: Tables Relating to Chapter 1

Table 3.7: % of Available Working Days Lost by Department^{1,2}

Department	% of Available Working Days Lost				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
DAERA				4.1	4.3
DfC				6.0	6.6
DfE				4.3	4.6
DE				4.0	5.1
DoF				4.5	4.5
DoH				3.5	4.0
DfI				4.9	5.0
DoJ				7.3	6.9
TEO				3.3	3.6
PPS				5.1	5.4
NICS Overall	4.9	4.6	4.9	5.3	5.6

Table 3.8: % of Available Working Days Lost by Grade Level²

Grade Level	% of Available Working Days Lost				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
G5+	1.9	1.6	1.7	1.2	1.8
G6	2.7	3.6	2.2	2.0	2.1
G7	2.8	2.7	2.8	2.8	2.7
DP	3.2	2.9	2.9	3.5	3.7
S0	3.6	3.5	3.6	3.5	3.9
E0I	4.2	3.9	3.9	4.6	4.9
E0II	4.6	4.3	4.7	5.0	5.7
A0	6.0	5.7	6.0	6.3	6.8
AA	5.7	5.2	6.5	7.4	8.2
Industrial	5.9	5.5	6.2	7.4	7.6
Prison Grade	7.5	7.0	9.4	11.0	8.9
NICS Overall	4.9	4.6	4.9	5.3	5.6

Table 3.9: % of Available Working Days Lost by Gender²

Gender	% of Available Working Days Lost				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Male	4.0	3.7	4.1	4.6	4.7
Female	5.8	5.5	5.8	6.2	6.6
NICS Overall	4.9	4.6	4.9	5.3	5.6

Table 3.10: % of Available Working Days Lost by Age Group²

Age Group	% Available of Working Days Lost				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
16-24	3.4	2.7	2.2	4.6	3.0
25-34	4.8	4.7	5.1	5.9	5.8
35-44	4.7	4.3	4.6	4.9	5.3
45-54	4.8	4.7	4.9	5.3	5.3
55+	5.5	4.7	5.3	5.5	6.4
NICS Overall	4.9	4.6	4.9	5.3	5.6

¹ The NICS Departments were restructured from 9th May 2016. All Departmental figures for 2015/2016 represent a best estimate of those year's figures, had the new NICS structure been in place. No comparable figures are available for years prior to 2015/2016. For more information on the restructuring, see Appendix 1 and Appendix 11.

² Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

Appendix 4: Seasonal Effects on the Onset of Absence

[Download Appendix 4 data](#)

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

Table 4.1: Onset of Absence by Month

Month	% of Spells Starting in Month		
	Self-Certified	Certified	Overall
April	7.6	6.9	7.3
May	7.0	7.3	7.0
June	7.0	7.5	7.1
July	5.0	5.7	5.4
August	6.5	8.2	7.0
September	7.4	7.9	7.6
October	9.9	7.7	9.1
November	12.0	9.8	11.2
December	9.5	6.6	8.7
January	11.2	10.0	10.9
February	8.1	10.5	8.9
March	8.7	11.8	9.8

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

Month	% of Spells Starting in Month
April	6.8
May	7.0
June	7.1
July	5.3
August	9.0
September	8.1
October	8.7
November	9.5
December	7.6
January	9.3
February	10.6
March	10.9

Table 4.3: Onset of Absence by Weekday

Weekday	% of Spells Starting on Weekday		
	Self-Certified	Certified	Overall
Sunday	0.2	0.7	0.4
Monday ¹	32.9	33.5	33.1
Tuesday	24.0	20.7	22.8
Wednesday	18.8	16.7	18.0
Thursday	15.8	16.8	16.1
Friday	7.9	10.4	8.8
Saturday	0.5	1.2	0.8

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

Appendix 5: Standardised Departmental Absence Levels

[Download Appendix 5 data](#)

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

It should be noted that in reports prior to 2011/2012, DFP (DoF) 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 (DoF). 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 - Observed and Standardised

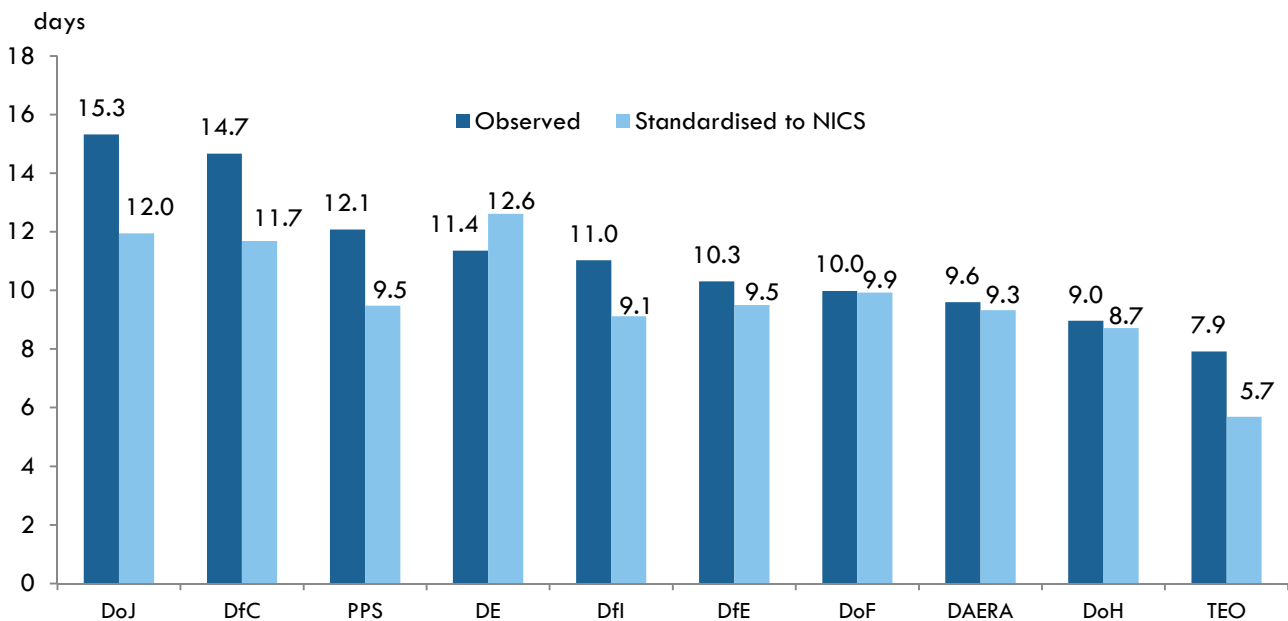
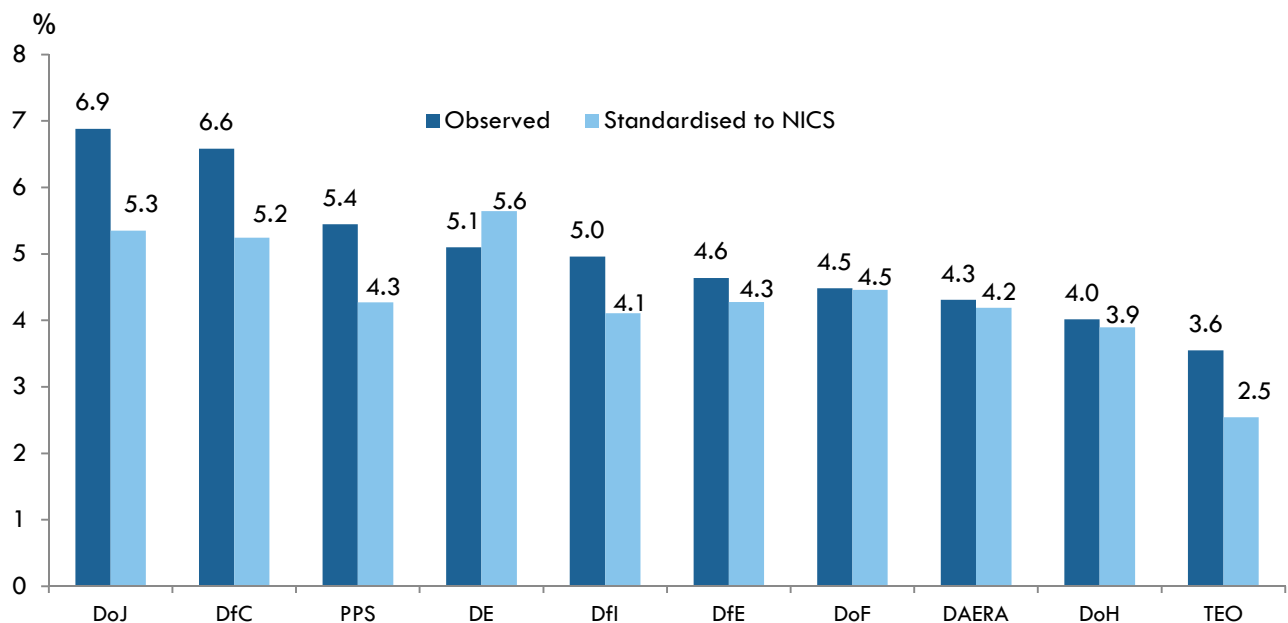


Figure 5.2: % of Available Working Days Lost - Observed and Standardised



Appendix 6: Tables Relating to Chapter 2

Spells of Sickness Absence

[Download Appendix 6 data](#)

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

Department	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
DAERA	0.3	2.9	0.2	36.5	0.6	15.5
DfC	0.6	2.9	0.3	38.1	1.0	14.1
DfE	0.5	2.7	0.2	36.0	0.8	13.1
DE	0.5	2.7	0.2	41.2	0.8	14.5
DoF	0.6	2.8	0.3	30.5	0.9	11.2
DoH	0.5	2.7	0.2	32.6	0.8	11.0
DfI	0.3	3.2	0.2	39.9	0.6	18.9
DoJ	0.4	2.9	0.3	43.2	0.8	20.2
TEO	0.4	2.7	0.2	32.5	0.7	11.7
PPS	0.5	3.0	0.3	34.7	0.9	14.0
NICS Overall	0.5	2.9	0.3	37.9	0.8	15.0

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

Grade Level	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
G5+	0.2	2.4	0.1	29.2	0.4	11.5
G6	0.3	2.4	0.1	32.9	0.4	10.6
G7	0.3	2.7	0.1	36.9	0.5	12.8
DP	0.4	2.7	0.2	38.3	0.6	13.5
S0	0.4	2.7	0.2	33.9	0.7	12.7
E0I	0.4	3.0	0.2	38.3	0.7	15.6
E0II	0.6	2.9	0.3	36.3	1.0	13.3
A0	0.7	2.9	0.3	35.1	1.1	13.9
AA	0.7	3.0	0.4	36.8	1.2	15.9
Industrial	0.2	3.3	0.3	48.0	0.6	28.3
Prison Grade	0.2	4.0	0.4	47.8	0.7	27.7
NICS Overall	0.5	2.9	0.3	37.9	0.8	15.0

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	41.5	0.7	15.1
Female	0.6	2.8	0.3	35.5	1.0	14.9
NICS Overall	0.5	2.9	0.3	37.9	0.8	15.0

Appendix 6: Tables Relating to Chapter 2

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

Age Group	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
16-24	0.5	2.5	0.2	28.7	0.9	8.1
25-34	0.7	2.9	0.3	32.7	1.2	11.1
35-44	0.5	3.0	0.3	34.9	0.9	13.2
45-54	0.4	2.9	0.2	40.3	0.7	17.0
55+	0.4	2.9	0.3	42.8	0.7	20.1
NICS Overall	0.5	2.9	0.3	37.9	0.8	15.0

Table 6.5: Number of Absence Spells - % of Staff

Number of Absence Spells	% of Staff				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
0	52.3	55.3	52.1	50.0	49.5
1	32.0	30.7	32.7	33.3	33.9
2	11.4	10.3	11.4	12.4	12.2
3	3.1	2.6	2.9	3.2	3.2
4	0.7	0.6	0.5	0.6	0.7
5	0.3	0.2	0.2	0.2	0.3
6+	0.3	0.2	0.3	0.3	0.2

Table 6.6: Duration of Absence Spells - % of Spells

Duration of Absence (Working Days)	% of Spells				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
1-2	29.7	30.2	30.2	29.8	29.5
3-5	37.7	37.5	37.3	38.3	37.6
6-10	8.5	7.7	7.9	7.8	7.5
11-20	8.4	7.7	7.5	7.1	7.1
More than 20	15.7	16.9	17.1	17.1	18.2

Table 6.7: Average Duration of Short-term Absence Spells - Working Days^{1,2}

Department	Average Duration (Working Days)				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
DAERA				4.5	4.6
DfC				4.3	4.1
DfE				4.2	4.2
DE				3.9	4.2
DoF				4.1	4.3
DoH				4.0	4.1
DfI				5.1	5.2
DoJ				4.9	4.7
TEO				4.2	4.0
PPS				4.4	4.6
NICS Overall	4.5	4.6	4.5	4.4	4.4

¹ The NICS Departments were restructured from 9th May 2016. All Departmental figures for 2015/2016 represent a best estimate of those year's figures, had the new NICS structure been in place. No comparable figures are available for years prior to 2015/2016. For more information on the restructuring, see Appendix 1 and Appendix 11.

² Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

Appendix 6: Tables Relating to Chapter 2

Table 6.8: Distribution of Working Days Lost

Cumulative Number of Working Days Lost	% of Staff				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
0	52.3	55.3	52.1	50.0	49.5
1-5	23.0	21.7	23.2	24.0	23.7
6-10	8.2	7.1	7.8	8.1	8.3
11-15	3.2	2.5	2.7	2.9	2.8
16-20	1.8	2.0	1.9	2.0	2.0
More than 20	11.6	11.4	12.3	12.9	13.7

Table 6.9: Duration of Absence in Working Days Lost

Duration of Absence (Working Days)	% of Working Days Lost				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
1-2	3.5	3.4	3.4	3.4	3.1
3-5	11.0	10.5	10.3	10.6	9.7
6-10	5.2	4.5	4.6	4.5	4.0
11-20	9.6	8.6	8.0	7.7	7.1
More than 20	70.7	73.0	73.6	73.8	76.1

Table 6.10: Number of Absence Spells by Department ^{1,2}

Department	% of Staff						
	0	1	2	3	4	5	6+
DAERA	59.7	28.4	9.3	1.9	0.5	-	-
DfC	43.3	35.5	15.0	4.4	0.9	0.4	0.4
DfE	50.7	34.6	12.2	2.1	-	n/a	-
DE	53.9	31.9	10.3	2.8	-	-	n/a
DoF	49.3	32.7	12.9	3.8	0.6	0.4	0.3
DoH	49.6	35.5	11.9	-	n/a	-	n/a
DfI	58.0	32.5	7.8	1.3	0.4	-	-
DoJ	51.5	34.7	9.9	2.8	0.6	0.4	0.1
TEO	62.7	26.5	7.7	-	-	n/a	n/a
PPS	49.4	34.4	11.0	4.0	-	-	0.6
NICS Overall	49.5	33.9	12.2	3.2	0.7	0.3	0.2

¹ Cells with small numbers of occurrences have been suppressed (-).

² n/a: No cases recorded.

Appendix 7: Tables Relating to Chapter 3

Reason for Sickness Absence

[Download Appendix 7 data](#)

Table 7.1: Certification by Reason for Absence ¹

Reason for Absence	% of Available Working Days Lost		
	Self-Certified	Certified	Overall
Anxiety/Stress/Depression/Other Psychiatric Illnesses	0.0	1.8	2.0
Asthma	0.0	0.0	0.0
Back Problems	0.0	0.3	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	0.1
Gastrointestinal Problems	0.2	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	0.4	0.5
Nervous System Disorders	0.0	0.0	0.1
Other Known Causes - Not Elsewhere Classified	0.0	0.2	0.2
Other Musculoskeletal Problems	0.0	0.3	0.3
Pregnancy Related Disorders	0.0	0.2	0.3
Skin Disorders	0.0	0.0	0.0
Substance Abuse	0.0	0.0	0.0
No Reason Specified	0.0	0.0	0.1
NICS Overall	0.6	4.5	5.6

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

Appendix 7: Tables Relating to Chapter 3

Table 7.2: % of Absence Spells by Reason for Absence¹

Reason for Absence	% of Spells				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Anxiety/Stress/Depression/Other Psychiatric Illnesses	10.9	11.1	11.2	11.5	12.5
Asthma	0.3	0.4	0.3	0.4	0.3
Back Problems	4.6	5.2	5.2	5.4	5.1
Benign and Malignant Tumours, Cancers	1.0	0.9	0.9	0.8	0.9
Blood Disorders	0.3	0.4	0.4	0.3	0.3
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.1	0.1	0.1	0.1
Chest and Respiratory Problems	5.3	4.9	5.3	5.3	5.2
Cold, Cough, Flu, Influenza	22.7	19.6	21.6	22.0	20.3
Dental and Oral Problems	0.7	0.8	0.7	0.7	0.8
Ear, Nose, Throat	4.4	4.7	4.8	5.1	4.6
Endocrine/Glandular Problems	0.4	0.4	0.4	0.4	0.4
Eye Problems	0.9	1.0	1.0	0.9	0.9
Gastrointestinal Problems	19.3	19.9	18.7	18.5	20.8
Genitourinary and Gynaecological Disorders	2.4	2.5	2.6	2.7	2.4
Headache/Migraine	2.4	2.9	2.5	2.9	2.6
Heart, Cardiac and Circulatory Problems	1.4	1.5	1.4	1.5	1.5
Infectious Diseases	0.5	0.5	0.6	0.6	0.5
Injury, Fracture	5.0	5.1	5.4	5.2	5.0
Nervous System Disorders	0.6	0.6	0.5	0.5	0.5
Other Known Causes - Not Elsewhere Classified	4.4	4.2	3.2	2.4	2.7
Other Musculoskeletal Problems	2.9	3.0	3.0	3.2	3.2
Pregnancy Related Disorders	7.0	7.9	7.8	7.5	7.0
Skin Disorders	0.6	0.6	0.6	0.7	0.6
Substance Abuse	0.1	0.2	0.1	0.1	0.1
No Reason Specified	1.7	1.7	1.7	1.2	1.4
NICS Overall	100.0	100.0	100.0	100.0	100.0

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

Appendix 7: Tables Relating to Chapter 3

Table 7.3: % of Working Days Lost by Reason for Absence¹

Reason for Absence	% of Working Days Lost				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Anxiety/Stress/Depression/Other Psychiatric Illnesses	29.8	31.3	31.9	33.9	35.2
Asthma	0.2	0.2	0.2	0.2	0.2
Back Problems	5.6	5.9	5.8	5.4	5.5
Benign and Malignant Tumours, Cancers	4.4	4.5	4.5	4.0	4.3
Blood Disorders	0.5	0.7	0.6	0.4	0.6
Burns, Poisoning, Frostbite, Hypothermia	0.0	0.1	0.1	0.0	0.1
Chest and Respiratory Problems	3.3	2.6	3.4	3.7	3.5
Cold, Cough, Flu, Influenza	6.2	4.9	5.4	5.8	5.1
Dental and Oral Problems	0.2	0.2	0.2	0.2	0.3
Ear, Nose, Throat	2.1	2.4	2.1	2.6	2.2
Endocrine/Glandular Problems	0.6	0.7	0.6	0.6	0.6
Eye Problems	0.9	1.1	0.8	0.8	1.0
Gastrointestinal Problems	7.7	7.3	6.4	7.0	7.1
Genitourinary and Gynaecological Disorders	3.3	3.0	2.9	2.7	2.7
Headache/Migraine	1.0	0.9	0.8	0.9	0.7
Heart, Cardiac and Circulatory Problems	3.8	3.6	3.8	4.2	4.2
Infectious Diseases	0.4	0.4	0.5	0.4	0.4
Injury, Fracture	8.3	9.1	9.8	9.5	8.7
Nervous System Disorders	1.4	1.4	1.2	1.0	0.9
Other Known Causes - Not Elsewhere Classified	6.7	5.3	5.1	3.5	3.7
Other Musculoskeletal Problems	4.9	5.0	5.0	4.7	5.5
Pregnancy Related Disorders	6.4	7.3	6.6	6.2	5.3
Skin Disorders	0.7	0.5	0.5	0.6	0.6
Substance Abuse	0.2	0.3	0.2	0.3	0.2
No Reason Specified	1.5	1.3	1.5	1.2	1.2
NICS Overall	100.0	100.0	100.0	100.0	100.0

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

Appendix 7: Tables Relating to Chapter 3

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

Sub-reason for Absence	% of ASD ³ Working Days Lost				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Anxiety	15.8	14.6	14.1	16.1	14.1
Depression - Not Pregnancy Related	14.8	15.6	13.5	16.9	13.8
Stress - Not Work Related	26.3	29.3	28.9	28.0	30.7
Stress - Work Related	30.8	30.8	35.3	32.2	33.3
Other ¹	3.4	3.8	3.0	2.4	2.4
No Reason Specified ²	8.9	5.8	5.2	4.5	5.6
Anxiety/Stress/Depression/Other Psychiatric Illnesses	100.0	100.0	100.0	100.0	100.0

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

Sub-reason for Absence	% of ASD ³ Spells				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Anxiety	16.6	15.2	16.2	17.1	16.5
Depression - Not Pregnancy Related	11.4	12.8	11.5	13.2	11.7
Stress - Not Work Related	31.6	34.5	34.9	36.1	36.4
Stress - Work Related	24.0	26.3	27.6	25.3	26.1
Other ¹	3.6	4.9	3.7	3.0	3.0
No Reason Specified ²	12.7	6.2	6.1	5.3	6.3
Anxiety/Stress/Depression/Other Psychiatric Illnesses	100.0	100.0	100.0	100.0	100.0

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

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

³ ASD - Anxiety/Stress/Depression/Other Psychiatric Illnesses.

Appendix 7: Tables Relating to Chapter 3

Table 7.6: Average Duration by Reason for Absence^{1,2}

Reason for Absence	Average Duration (Working Days)				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Anxiety/Stress/Depression/Other Psychiatric Illnesses	36.3	39.1	39.9	41.0	42.3
Asthma	8.0	6.5	9.2	6.1	7.8
Back Problems	16.2	15.7	15.5	13.9	16.4
Benign and Malignant Tumours, Cancers	60.2	66.6	67.3	68.9	72.0
Blood Disorders	19.3	22.5	21.8	18.3	26.5
Burns, Poisoning, Frostbite, Hypothermia	4.8	6.6	9.1	7.8	9.2
Chest and Respiratory Problems	8.1	7.5	8.9	9.6	10.1
Cold, Cough, Flu, Influenza	3.6	3.5	3.5	3.7	3.7
Dental and Oral Problems	3.7	4.4	4.9	4.5	4.8
Ear, Nose, Throat	6.5	6.9	6.2	7.2	7.0
Endocrine/Glandular Problems	22.3	25.1	19.9	20.5	21.2
Eye Problems	14.6	14.0	11.3	12.6	15.9
Gastrointestinal Problems	5.3	5.1	4.8	5.3	5.1
Genitourinary and Gynaecological Disorders	17.8	16.6	15.8	14.1	17.0
Headache/Migraine	5.3	4.4	4.4	4.5	4.2
Heart, Cardiac and Circulatory Problems	36.6	34.0	36.9	39.5	41.2
Infectious Diseases	10.6	11.2	12.2	9.4	11.1
Injury, Fracture	22.0	24.8	25.6	25.7	26.1
Nervous System Disorders	29.8	33.7	32.2	29.7	30.3
Other Known Causes - Not Elsewhere Classified	20.1	17.3	22.5	20.7	20.8
Other Musculoskeletal Problems	22.4	23.3	23.3	20.4	25.8
Pregnancy Related Disorders	12.2	12.8	11.9	11.5	11.4
Skin Disorders	15.0	9.9	10.6	12.9	13.9
Substance Abuse	25.7	27.8	26.2	46.9	28.1
No Reason Specified	11.4	10.7	12.8	13.3	12.6

¹ Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

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

Appendix 8: Tables Relating to Chapter 4

Long-term Sickness Absence

[Download Appendix 8 data](#)

Table 8.1: Long-term Absence by Department

Department	No. of Spells per 100 Staff Years	Average Duration (Working Days)	Long-term Absence
			% of Working Days Lost due to Long-term Absence
DAERA	11.7	62.4	76.1
DfC	17.9	62.0	75.7
DfE	12.4	61.2	73.4
DE	13.5	64.4	76.2
DoF	12.1	55.2	66.8
DoH	9.5	63.4	67.2
DfI	13.0	66.5	78.6
DoJ	19.1	66.3	82.5
TEO	10.1	56.0	71.2
PPS	15.7	56.4	73.4
NICS Overall	15.1	62.5	76.1

Table 8.2: Long-term Absence by Grade Level

Grade Level	No. of Spells per 100 Staff Years	Average Duration (Working Days)	Long-term Absence
			% of Working Days Lost due to Long-term Absence
G5+	4.4	65.9	69.9
G6	5.3	59.7	68.2
G7	6.7	64.1	73.1
DP	9.2	65.5	74.3
S0	10.4	59.7	71.7
EOI	13.6	61.9	77.2
EOII	15.2	60.8	73.1
AO	18.7	59.9	74.1
AA	23.7	60.3	77.8
Industrial	18.5	78.0	85.1
Prison Grade	25.4	66.7	86.1
NICS Overall	15.1	62.5	76.1

Appendix 8: Tables Relating to Chapter 4

Table 8.3: Long-term Absence by Gender

Gender	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Working Days Lost due to Long-term Absence
Male	11.8	67.1	76.1
Female	18.9	59.4	76.0
NICS Overall	15.1	62.5	76.1

Table 8.4: Long-term Absence by Age Group

Age Group	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Working Days Lost due to Long-term Absence
16-24	7.9	52.9	59.2
25-34	16.3	54.5	68.4
35-44	14.8	57.9	73.0
45-54	14.3	64.8	78.7
55+	16.2	71.7	81.7
NICS Overall	15.1	62.5	76.1

Appendix 8: Tables Relating to Chapter 4

Table 8.5: Long-term Absence by Grade Level¹

Grade Level	% of Working Days Lost due to Long-term Absence				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
G5+	75.2	79.3	73.8	51.6	69.9
G6	79.2	87.3	63.6	62.4	68.2
G7	73.4	76.5	71.1	71.2	73.1
DP	72.5	69.9	68.5	72.1	74.3
S0	70.2	72.5	71.0	68.4	71.7
EOI	67.5	71.5	71.3	73.1	77.2
EOII	68.5	70.1	70.4	69.9	73.1
AO	67.4	71.2	71.5	70.7	74.1
AA	69.1	67.6	73.9	71.8	77.8
Industrial	79.5	81.2	81.6	84.8	85.1
Prison Grade	83.3	84.8	87.6	89.0	86.1
NICS Overall	70.7	73.0	73.6	73.8	76.1

Table 8.6: Long-term Absence by Gender¹

Gender	% of Working Days Lost due to Long-term Absence				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Male	71.0	72.5	73.8	74.7	76.1
Female	70.4	73.3	73.4	73.0	76.0
NICS Overall	70.7	73.0	73.6	73.8	76.1

Table 8.7: Long-term Absence by Age Group¹

Age Group	% of Working Days Lost due to Long-term Absence				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
16 - 24	54.2	43.0	54.2	70.1	59.2
25 - 34	61.7	64.4	65.7	66.9	68.4
35 - 44	70.0	71.0	69.9	69.6	73.0
45 - 54	74.2	77.6	77.9	77.9	78.7
55+	76.9	78.9	79.3	78.7	81.7
NICS Overall	70.7	73.0	73.6	73.8	76.1

¹ Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

Appendix 8: Tables Relating to Chapter 4

Table 8.8: Long-term Absence by Reason for Absence^{1,2,3}

Reason for Absence	% of Long-term Working Days Lost				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Anxiety/Stress/Depression/Other Psychiatric Illnesses	37.1	38.4	39.1	41.8	42.5
Asthma	0.1	-	0.1	-	0.1
Back Problems	5.8	6.0	5.7	5.0	5.4
Benign and Malignant Tumours, Cancers	5.8	5.9	5.8	5.2	5.5
Blood Disorders	0.5	0.7	0.7	0.4	0.7
Burns, Poisoning, Frostbite, Hypothermia	-	-	0.1	-	0.1
Chest and Respiratory Problems	1.8	1.3	2.0	2.5	2.4
Cold, Cough, Flu, Influenza	0.4	0.3	0.4	0.7	0.8
Dental and Oral Problems	-	0.1	0.1	-	0.1
Ear, Nose, Throat	1.1	1.3	1.0	1.6	1.2
Endocrine/Glandular Problems	0.7	0.8	0.7	0.6	0.6
Eye Problems	1.0	1.0	0.7	0.7	1.0
Gastrointestinal Problems	4.9	4.5	3.6	4.4	4.1
Genitourinary and Gynaecological Disorders	3.4	3.0	2.9	2.6	2.8
Headache/Migraine	0.7	0.5	0.4	0.6	0.5
Heart, Cardiac and Circulatory Problems	4.8	4.4	4.7	5.2	5.1
Infectious Diseases	0.2	0.3	0.4	0.2	0.3
Injury, Fracture	9.2	10.3	11.1	10.8	9.5
Nervous System Disorders	1.7	1.7	1.5	1.2	1.1
Other Known Causes - Not Elsewhere Classified	7.2	5.3	5.5	3.7	3.8
Other Musculoskeletal Problems	5.5	5.7	5.6	5.0	6.1
Pregnancy Related Disorders	5.6	6.6	5.8	5.6	4.5
Skin Disorders	0.7	0.3	0.4	0.5	0.5
Substance Abuse	0.2	0.3	0.3	0.4	0.3
No Reason Specified	1.4	1.1	1.4	1.1	1.1
NICS Overall	100.0	100.0	100.0	100.0	100.0

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

² Cells with small numbers of occurrences have been suppressed (-).

³ Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

Appendix 8: Tables Relating to Chapter 4

Table 8.9: % of Staff with one or more Long-term Absence by Department^{1,2}

Department	% of Staff with 1 or more Long-term Absence				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
DAERA				9.6	10.2
DfC				13.1	14.3
DfE				8.7	9.9
DE				9.1	10.7
DoF				9.2	10.0
DoH				7.4	8.0
DfI				10.9	11.5
DoJ				17.0	16.3
TEO				7.5	7.4
PPS				10.7	12.4
NICS Overall	10.4	10.4	11.2	11.9	12.8

Table 8.10: % of Staff with one or more Long-term Absence by Grade Level²

Grade Level	% of Staff with 1 or more Long-term Absence				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
G5+	4.1	3.5	3.3	2.5	3.7
G6	5.7	6.6	4.9	3.3	4.1
G7	4.9	5.1	5.8	5.3	5.1
DP	5.8	5.8	6.1	6.7	6.9
SO	6.9	6.5	7.1	7.2	7.9
EOI	7.9	7.6	8.0	9.0	10.4
EOII	8.7	8.8	9.5	9.9	11.0
AO	11.7	12.0	12.9	13.5	14.4
AA	10.7	9.4	13.4	14.8	16.6
Industrial	12.3	11.7	12.8	15.2	17.0
Prison Grade	17.6	19.1	23.5	28.2	22.9
NICS Overall	10.4	10.4	11.2	11.9	12.8

¹ The NICS Departments were restructured from 9th May 2016. All Departmental figures for 2015/2016 represent a best estimate of those year's figures, had the new NICS structure been in place. No comparable figures are available for years prior to 2015/2016. For more information on the restructuring, see Appendix 1 and Appendix 11.

² Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

Appendix 8: Tables Relating to Chapter 4

Table 8.11: % of Staff with one or more Long-term Absence by Gender¹

Gender	% of Staff with 1 or more Long-term Absence				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Male	8.7	8.6	9.2	10.1	10.8
Female	12.2	12.3	13.2	13.7	14.8
Female Adjusted*	10.8	10.7	11.6	12.0	13.4
NICS Overall	10.4	10.4	11.2	11.9	12.8

Table 8.12: % of Staff with one or more Long-term Absence by Age Group¹

Age Group	% of Staff with 1 or more Long-term Absence				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
16-24	6.3	4.2	4.4	7.7	4.5
25-34	9.7	9.9	11.2	13.0	12.9
35-44	10.1	10.0	10.8	11.4	12.5
45-54	10.7	11.6	11.4	12.2	12.8
55+	12.1	10.2	11.7	11.3	13.4
NICS Overall	10.4	10.4	11.2	11.9	12.8

¹ Green text denotes a reduction from the previous financial year.

Red text denotes an increase from the previous financial year.

* Excludes absences due to *Pregnancy Related Disorders*.

Appendix 9: Contribution to overall Working Days Lost

[Download Appendix 9 data](#)

The tables presented in this Appendix show the main components of absence (Department, grade level, gender, age group, reason and duration) and how these components have contributed to the overall level of absence in the NICS. It also shows how the contribution of these components has changed when compared with the previous year. This analysis takes account of the absence level of each component and also its size in relation to the NICS. For example, a high absence level for a large group of staff, such as the AO grade level, 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^{1,2}

Department	Working Days Lost per Staff Year		
	2015/2016	2016/2017	Change
DAERA	1.12	1.22	0.09
DfC	4.25	4.91	0.65
DfE	0.44	0.46	0.02
DE	0.21	0.27	0.05
DoF	1.29	1.30	0.01
DoH	0.14	0.16	0.02
DfI	1.55	1.56	0.00
DoJ	2.29	2.19	-0.09
TEO	0.08	0.10	0.02
PPS	0.22	0.24	0.02
NICS Overall	11.7	12.5	0.79

Table 9.2: Contribution of each Grade Level to the overall Working Days Lost per Staff Year²

Grade Level	Working Days Lost per Staff Year		
	2015/2016	2016/2017	Change
G5+	0.03	0.04	0.02
G6	0.05	0.06	0.01
G7	0.28	0.29	0.00
DP	0.72	0.78	0.06
S0	0.96	1.07	0.11
E0I	1.24	1.41	0.17
E0II	1.81	2.14	0.33
AO	3.74	4.09	0.35
AA	0.80	0.77	-0.03
Industrials	0.65	0.65	0.00
Prison Grade	1.38	1.15	-0.22
NICS Overall	11.7	12.5	0.79

¹ The NICS Departments were restructured from 9th May 2016. All Departmental figures for 2015/2016 represent a best estimate of those year's figures, had the new NICS structure been in place. No comparable figures are available for years prior to 2015/2016. For more information on the restructuring, see Appendix 1 and Appendix 11.

² 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 Year¹

Gender	Working Days Lost per Staff Year		
	2015/2016	2016/2017	Change
Male	5.27	5.50	0.23
Female	6.40	6.95	0.56
NICS Overall	11.7	12.5	0.79

Table 9.4: Contribution of each Age Group to the overall Working Days Lost per Staff Year¹

Age Group	Working Days Lost per Staff Year		
	2015/2016	2016/2017	Change
16-24	0.05	0.02	-0.02
25-34	2.31	2.09	-0.23
35-44	2.88	3.37	0.49
45-54	4.02	4.14	0.12
55+	2.40	2.83	0.43
NICS Overall	11.7	12.5	0.79

Table 9.5: Contribution of each Reason to the overall Working Days Lost per Staff Year^{1,2}

Reason for Absence	Working Days Lost per Staff Year		
	2015/2016	2016/2017	Change
Anxiety/Stress/Depression/Other Psychiatric Illnesses	3.95	4.39	0.44
Asthma	0.02	0.02	0.00
Back Problems	0.63	0.69	0.06
Benign and Malignant Tumours, Cancers	0.47	0.54	0.07
Blood Disorders	0.05	0.08	0.03
Burns, Poisoning, Frostbite, Hypothermia	0.01	0.01	0.00
Chest and Respiratory Problems	0.43	0.44	0.01
Cold, Cough, Flu, Influenza	0.68	0.63	-0.05
Dental and Oral Problems	0.03	0.03	0.01
Ear, Nose, Throat	0.30	0.27	-0.04
Endocrine/Glandular Problems	0.07	0.07	0.00
Eye Problems	0.10	0.12	0.03
Gastrointestinal Problems	0.82	0.89	0.07
Genitourinary and Gynaecological Disorders	0.32	0.34	0.02
Headache/Migraine	0.11	0.09	-0.02
Heart, Cardiac and Circulatory Problems	0.49	0.53	0.04
Infectious Diseases	0.05	0.05	0.00
Injury, Fracture	1.11	1.09	-0.02
Nervous System Disorders	0.12	0.12	0.00
Other Known Causes - Not Elsewhere Classified	0.41	0.47	0.05
Other Musculoskeletal Problems	0.54	0.68	0.14
Pregnancy Related Disorders	0.73	0.66	-0.06
Skin Disorders	0.07	0.07	0.00
Substance Abuse	0.04	0.03	0.00
No Reason Specified	0.14	0.15	0.01
NICS Overall	11.7	12.5	0.79

¹ The Change figures in this table are calculated from unrounded figures.

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

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Table 9.6: Contribution of each Grade Level, within Department, to the overall Working Days Lost per Staff Year^{1,2,3}

Department	Grade Level	Working Days Lost per Staff Year			Department	Grade Level	Working Days Lost per Staff Year		
		2015/2016	2016/2017	Change			2015/2016	2016/2017	Change
DAERA	G7+	0.06	0.08	0.02	DoH	G7+	0.01	0.01	0.00
	DP	0.11	0.13	0.02		DP	0.04	0.03	0.00
	SO	0.19	0.22	0.03		SO	0.02	0.04	0.02
	EOI	0.22	0.24	0.02		EOI	0.02	0.01	-0.02
	EOII	0.14	0.14	0.01		EOII	0.02	0.04	0.02
	AO	0.17	0.19	0.02		AO	0.02	0.02	0.00
	AA	0.11	0.11	0.00		AA	0.01	0.02	0.00
	Industrial	0.13	0.11	-0.02		Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	DAERA Overall	1.12	1.22	0.09		DoH Overall	0.14	0.16	0.02
DfC	G7+	0.05	0.04	-0.01	DfI	G7+	0.03	0.03	0.00
	DP	0.09	0.11	0.02		DP	0.06	0.08	0.02
	SO	0.23	0.24	0.01		SO	0.11	0.11	0.00
	EOI	0.34	0.40	0.06		EOI	0.20	0.19	-0.01
	EOII	1.13	1.37	0.24		EOII	0.11	0.09	-0.02
	AO	2.00	2.35	0.35		AO	0.48	0.49	0.02
	AA	0.40	0.38	-0.02		AA	0.07	0.05	-0.03
	Industrial	0.01	0.01	0.00		Industrial	0.49	0.52	0.03
	Prison Grade	n/a	n/a	0.00		Prison Grade	n/a	n/a	n/a
	DfC Overall	4.25	4.91	0.65		DfI Overall	1.55	1.56	0.00
DfE	G7+	0.03	0.03	0.00	DoJ	G7+	0.03	0.04	0.01
	DP	0.07	0.05	-0.03		DP	0.07	0.09	0.02
	SO	0.05	0.08	0.03		SO	0.14	0.12	-0.02
	EOI	0.12	0.12	0.01		EOI	0.13	0.24	0.11
	EOII	0.06	0.08	0.02		EOII	0.14	0.13	-0.01
	AO	0.08	0.08	-0.01		AO	0.31	0.33	0.01
	AA	0.03	0.03	0.00		AA	0.07	0.08	0.01
	Industrial	n/a	n/a	n/a		Industrial	0.01	0.01	0.00
	Prison Grade	n/a	n/a	n/a		Prison Grade	1.38	1.15	-0.22
	DfE Overall	0.44	0.46	0.02		DoJ Overall	2.29	2.19	-0.09
DE	G7+	0.03	0.03	0.00	TEO	G7+	0.01	0.03	0.01
	DP	0.02	0.04	0.02		DP	0.03	0.02	-0.01
	SO	0.04	0.03	0.00		SO	0.01	0.02	0.01
	EOI	0.02	0.03	0.01		EOI	0.01	0.01	0.01
	EOII	0.03	0.06	0.03		EOII	0.01	0.01	0.00
	AO	0.06	0.07	0.00		AO	0.02	0.01	-0.01
	AA	0.01	0.02	0.00		AA	0.00	0.00	0.00
	Industrial	n/a	n/a	n/a		Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	DE Overall	0.21	0.27	0.05		TEO Overall	0.08	0.10	0.02
DoF	G7+	0.07	0.08	0.00	PPS	G7+	0.02	0.02	0.01
	DP	0.17	0.16	-0.01		DP	0.05	0.04	-0.01
	SO	0.15	0.19	0.04		SO	0.01	0.01	0.01
	EOI	0.15	0.16	0.01		EOI	0.03	0.01	-0.02
	EOII	0.15	0.19	0.04		EOII	0.02	0.03	0.01
	AO	0.53	0.47	-0.06		AO	0.06	0.09	0.03
	AA	0.07	0.06	-0.01		AA	0.03	0.03	0.00
	Industrial	0.00	0.00	0.00		Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	DoF Overall	1.29	1.30	0.01		PPS Overall	0.22	0.24	0.02
					NICS Overall				
						11.7	12.5	0.79	

¹ The NICS Departments were restructured from 9th May 2016. All Departmental figures for 2015/2016 represent a best estimate of those year's figures, had the new NICS structure been in place. No comparable figures are available for years prior to 2015/2016. For more information on the restructuring, see Appendix 1 and Appendix 11.

² The Change figures in this table are calculated from unrounded figures.

³ n/a: No cases recorded.

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

Duration	Working Days Lost per Staff Year		
	2015/2016	2016/2017	Change
Short-term absence	3.06	2.98	-0.08
Long-term absence	8.61	9.47	0.86
NICS Overall	11.7	12.5	0.79

¹ The Change figures in this table are calculated from unrounded figures.

Appendix 10: Departmental Analysis: Industrial, Non-Industrial and Prison Grade

[Download Appendix 10 data](#)

Table 10.1: Departmental Analysis^{1,2}

Department	Working Days Lost per Staff Year				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
DAERA				8.9	9.6
DAERA Industrial				15.4	12.6
DAERA Non-Industrial				8.4	9.4
DfC				13.0	14.7
DfC Industrial				8.1	7.7
DfC Non-Industrial				13.1	14.7
DfE				9.4	10.3
DE				8.7	11.4
DoF				9.8	10.0
DoF Industrial				1.9	5.6
DoF Non-Industrial				9.8	10.0
DoH				7.8	9.0
DfI				10.8	11.0
DfI Industrial				17.2	19.3
DfI Non-Industrial				9.2	9.1
DoJ				15.9	15.3
DoJ Industrial				12.0	9.8
DoJ Non-Industrial				10.6	12.3
DoJ Prison Grade				23.8	19.6
TEO				7.1	7.9
PPS				11.1	12.1
NICS Overall	10.6	10.1	10.8	11.7	12.5
Industrial Overall	12.9	12.1	13.7	16.2	17.0
Non-Industrial Overall	10.1	9.7	10.1	10.7	11.8
Prison Grade Overall	16.1	15.1	20.4	23.8	19.6

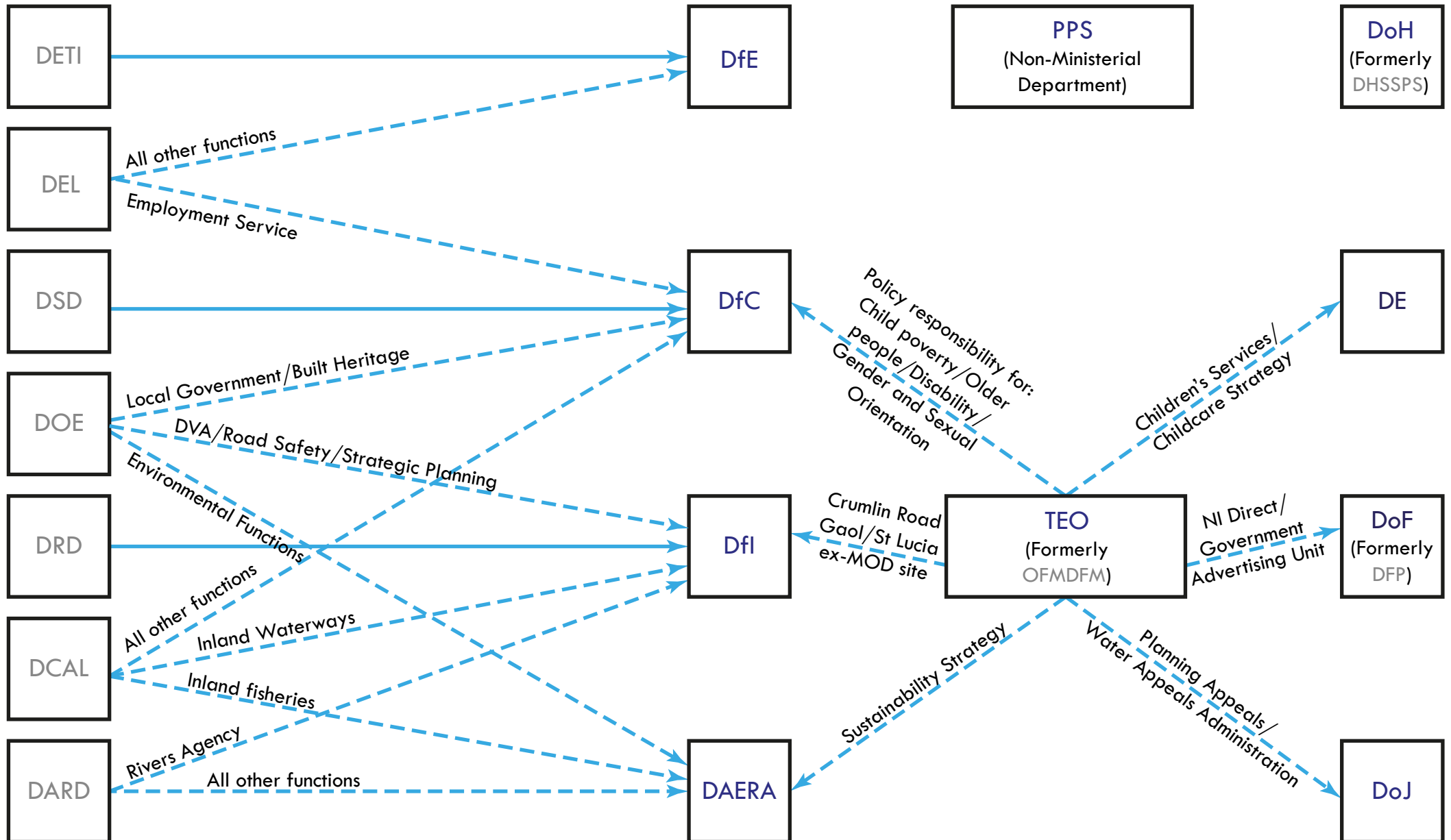
¹ The NICS Departments were restructured from 9th May 2016. All Departmental figures for 2015/2016 represent a best estimate of those year's figures, had the new NICS structure been in place. No comparable figures are available for years prior to 2015/2016. For more information on the restructuring, see Appendix 1 and Appendix 11.

² Staff in HSENI and OAGNI are included in the NICS Overall figures only.

Appendix 11: Overview of NICS Departmental Restructuring

On the 9th May 2016 new NICS Departmental structures came into effect. The chart below maps the changes in Departmental names that occurred at this time, as well as the reorganisation of the main functional areas.

NICS Departments following restructuring on 9th May 2016



Note: Explanation of the abbreviations used in this chart can be found in Appendix 12

Appendix 12: List of Abbreviations

AA	Administrative Assistant
AO	Administrative Officer
AOCC	Assembly Ombudsman Commissioner for Complaints
CBI	Confederation of British Industry
CIPD	Chartered Institute of Personnel and Development
DAERA	Department of Agriculture, Environment and Rural Affairs
DARD	Department of Agriculture and Rural Development
DCAL	Department of Culture, Arts and Leisure
DE	Department of Education
DEL	Department for Employment and Learning
DETI	Department of Enterprise, Trade and Investment
DfC	Department for Communities
DfE	Department for the Economy
DfI	Department for Infrastructure
DFP	Department of Finance and Personnel
DHSSPS	Department of Health, Social Services and Public Safety
DOE	Department of the Environment
DoF	Department of Finance
DoH	Department of Health
DoJ	Department of Justice
DP	Deputy Principal
DRD	Department for Regional Development
DSD	Department for Social Development
DVA	Driver and Vehicle Agency
EOI	Executive Officer I
EOII	Executive Officer II
G5+	Grade 5 and above
G6	Grade 6
G7	Grade 7
G7+	Grade 7 and above
GB	Great Britain
HR	Human Resources
HSENI	Health and Safety Executive for Northern Ireland
MOD	Ministry of Defence
NI	Northern Ireland
NICS	Northern Ireland Civil Service
NICTS	Northern Ireland Courts and Tribunals Service
NIPS	Northern Ireland Prison Service
NISRA	Northern Ireland Statistics and Research Agency
OAGNI	Office of the Attorney General Northern Ireland
ODS	OpenDocument Spreadsheet
OFMDFM	Office of the First Minister and Deputy First Minister
PPS	Public Prosecution Service
SO	Staff Officer
TEO	The Executive Office
YJA	Youth Justice Agency