

DETAILS OF ABSENCE

YEAR ENDED 31/12/17

CAUSEWAY COAST AND GLENS BOROUGH COUNCIL

Please refer to guidance notes (Eg GN1) for completion of this form.

		Total
1	Number of Full Time Equivalent Employees (including Part Time converted to Full Time Equivalent) GN1	618.81
2	Total possible working days in the period (excluding annual/statutory leave) GN2	101958.00
3	Total days lost due to absence GN3	6942.23
4	Number of employees with one or more absence during the year	264.00
5	Number of periods of absence	335.00
LONG TERM ABSENCE (Absences >=20 days duration)GN4		
6	Total days lost due to LONG TERM absence	5884.52
7	Number of Employees with one or more LONG TERM absence during the year	95.00
8	Number of LONG TERM periods of absence	98.00
SHORT TERM ABSENCE (Absences of up to 19 days duration)GN5		
9	Total days lost due to SHORT TERM absence	1057.72
10	Number of Employees with one or more SHORT TERM absence during the year	195.00
11	Number of SHORT TERM periods of absence	237.00
ADDITIONAL ABSENTEEISM DATA		
12	Number of Full Time Equivalent Employees without an absence during the year	383.49
13	Number of Employees on long term sickness absence for 12 months or more	6.00
14	Proportion of Male:Female full-time equivalent Employees	61% : 39%

15	Has the Council submitted absenteeism data to any other study on this topic in respect of the report year, eg CBI or CIPD?	
16	Have absenteeism statistics been reviewed by the Council?	
17	At what level did this review take place?	
18	When did the review take place?	
19	Please provide evidence of senior management, committee and Council discussions on absenteeism during the year	

Formulae are enclosed in square brackets with e.g. 3 representing row 3 on the form (Total days lost due to absence)		
	LONG TERM CALCULATIONS	Total
A	Average LONG TERM days lost per employee [6/1]	9.51
B	Average LONG TERM days lost per employee with LONG TERM absence [6/7]	61.94
C	Average number of LONG TERM absences per employee with LONG TERM absence [8/7]	1.03
D	Average length of LONG TERM absence [6/8]	60.05
E	LONG TERM Lost time rate % [6/2]	5.77
	SHORT TERM CALCULATIONS	Total
F	Average SHORT TERM days lost per employee [9/1]	1.71
G	Average SHORT TERM days lost per employee with SHORT TERM absence [9/10]	5.42
H	Average number of SHORT TERM absences per employee with SHORT TERM absence [11/10]	1.22
I	Average length of SHORT TERM absence [9/11]	4.46
J	SHORT TERM Lost time rate % [9/2]	1.04
	TOTAL CALCULATIONS	Total
K	Average days lost per employee [3/1]	11.22
L	Average days lost per employee with absence [3/4]	26.30

M	Average number of absences per employee with absence [5/4]	1.27
N	Average length of absence [3/5]	20.72
O	Lost time rate % [3/2]	6.81

Based on a standard working day of 7.40 hours