



**Date issued:** 10 May 2017

## Sickness indicator calculation

I am now in a position to respond to your email of 20 April 2017 in which you requested the calculation we used to determine sickness absence performance indicator target in our Annual Plan 17/18. In particular, you requested, **'a detailed breakdown of the measure in terms of a definition and standard you use to determine the numerator, denominator and the formula to calculate the result.'**

The following calculation meets your request:

$$\frac{\text{Total days lost to sickness (in period)}}{\text{Average FTE (in period)}}$$

The 'total days lost to sickness' refers to the time recorded as absence due to sickness on iTrent. This is only for employees and contractors, casual staff, board members and agency staff are not included. Medical appointments, disability leave, phased returns/rehabilitation time and weekends are not included. If a member of staff falls sick whilst on annual leave, it is recorded as absence due to sickness, rather than annual leave.

The 'FTE' refers to the mean of full time equivalent number of people in post on a day-by-day basis. Contractors, casuals, board members and agency workers are not included when calculating the mean.

I should also say that, while we have adopted these definitions and formula as appropriate for our performance indicators, in providing this information we do not hold them out as good practice for public bodies in general.

I have not applied any exemptions, but if you have any queries or concerns about my response, please email me.

Yours sincerely,