

Date: 19/08/2016

FREEDOM OF INFORMATION REQUEST FOI/012937 – Staff absence

Under the FOI act, please complete all of the questions disclosed in the attached.

Please provide all of this information in excel format by completing and returning the spreadsheet provided. Please provide this information for each of the last two full financial years (i.e. 2014/15 and 15/16), as indicated by the two tabs of the spreadsheet.

Where questions are not applicable or no spend has occurred, please leave the fields blank and complete all other questions.

Please see attached response to your request and please note:-

The requestor asks for a template to be completed however the NHS absence reasons coding do not fit the template supplied. As such I have supplied the information in a different format.

The template asks for an absence rate to be calculated using headcount, it then goes on to describe the calculation to be used but asks for a calculation based on WTE and calendar days - these are very different parameters and we cannot calculate using both. I have supplied WTE as this is the standard format used when making such a calculation.

Some of the absence reasons the template asks for may be rolled up into upper levels (armed forces leave may form part of special leave). All reasons used have been supplied.

The template asks for the cost of absence – we are not able to provide an estimated cost of absence for all of the reasons the requestor has asked for, we are however able to supply an estimated cost of sickness absence excluding agency cover and/or overtime (as per ESR). Please let me know if this is required

For a copy please contact [FOI@dgh.nhs.uk](mailto:FOI@dgh.nhs.uk) quoting reference number FOI/012937