

STAFF ABSENCE FIGURES Fourth Quarter: 1st October - 31st December 2016

Summary

Department	FTE	Instances	Days Available	Days Lost	% Lost
Principalship	4.4	0	259.6	0	0.00
Student Services	16.06	7	947.54	15.5	1.64
Finance	6	3	354	7.5	2.12
CMIS	14.5	11	855.5	68	7.95
HR	6	6	354	14	3.95
Alternative Funding	9.86	1	581.74	2	0.34
Facilities	23.63	11	1394.17	81	5.81
Business	36.2	24	2135.8	57.3	2.68
Care	40.56	24	2393.04	234.5	9.80
Construction	57.33	28	3382.47	270.5	8.00
TOTALS:	214.54	115	12657.86	750.3	5.93

LONG-TERM SICKNESS (any absence over 3 weeks)

Department	FTE	Days Available	Days Lost	% long-term sickness	No staff long-term sickness
Principalship	4.4	259.6	0	0.00	0
Student Services	16.06	947.54	0	0.00	0
Finance	6	354	0	0.00	0
CMIS	14.5	855.5	50.5	5.90	2
HR	6	354	0	0.00	0
Alternative Funding	9.86	581.74	0	0.00	0
Facilities	23.63	1394.17	54	3.87	1
Business	36.2	2135.8	17.8	0.83	1
Care	40.56	2393.04	162.5	6.79	4
Construction	57.33	3382.47	191.5	5.66	5
TOTALS:	214.54	12657.86	476.3	3.76	13

SHORT-TERM SICKNESS (any absence under 1 week)

Department	FTE	Days Available	Days Lost	% short-term sickness	No staff short-term sickness
Principalship	4.4	259.6	0	0.00	0
Student Services	16.06	947.54	10.5	1.11	4
Finance	6	354	1.5	0.42	2
CMIS	14.5	855.5	12.5	1.46	6
HR	6	354	14	3.95	6
Alternative Funding	9.86	581.74	2	0.34	1
Facilities	23.63	1394.17	18	1.29	9
Business	36.2	2135.8	31.5	1.47	18
Care	40.56	2393.04	38	1.59	15
Construction	57.33	3382.47	28	0.83	12
TOTALS:	214.54	12657.86	156	1.23	73

Staff Category	Instances	Medical Cert.	Self Cert.
Lecturing	48	11	37
Support	67	11	56
TOTALS:	115	22	93

Rolling Comparisons:**By Department:**

Department	% time lost 4th quarter 2015	% time lost 1st quarter 2016	% time lost 2nd quarter 2016	% time lost 3rd quarter 2016	% time lost 4th quarter 2016
Principalship	24.39	0.00	0.00	1.16	0.00
Student Services	4.98	4.96	2.17	2.24	1.64
Finance	4.24	1.64	8.07	1.06	2.12
CMIS	10.03	4.41	5.60	4.49	7.95
HR	0.00	1.94	0.78	0.00	3.95
Alt. Funding	11.17	4.98	0.88	3.05	0.34
Facilities	10.78	13.84	12.04	4.03	5.81
Business	3.30	3.25	1.23	3.39	2.68
Care	7.70	9.54	7.14	5.24	9.80
Construction	1.38	3.59	1.72	2.00	8.00

Staff Category - Percentages:

Staff Category	4th quarter 2015	1st quarter 2016	2nd quarter 2016	3rd quarter 2016	4th quarter 2016
Lecturing	2.25	2.43	0.95	1.4	3.3
Support	3.60	3.40	3.15	1.79	2.63
TOTAL:	5.85	5.83	4.1	3.19	5.93

Staff Category - Instances:

Staff Category	4th quarter 2015	1st quarter 2016	2nd quarter 2016	3rd quarter 2016	4th quarter 2016
Lecturing	28	36	26	18	48
Support	33	73	62	43	67
TOTAL:	61	109	88	61	115