

**STAFF ABSENCE FIGURES**      **Second Quarter: 1st April - 30th June 2018**

**Summary**

Department	FTE	Instances	Days Available	Days Lost	% Lost
Principalship	4.4	0	277.2	0	0.00
Student Services	19.9	6	1253.7	24	1.91
Finance	5.5	3	346.5	8	2.31
CMIS	15	14	945	82	8.68
HR	5.8	1	365.4	2	0.55
Alternative Funding	10.85	3	683.55	4	0.59
Facilities	21.47	16	1352.61	178.5	13.20
Business	36.93	10	2326.59	65	2.79
Care	42.7	18	2690.1	95	3.53
Construction	60.59	12	3817.17	195	5.11
<b>TOTALS:</b>	<b>223.14</b>	<b>83</b>	<b>14057.82</b>	<b>653.5</b>	<b>4.87</b>

**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	277.2	0	0.00	0
Student Services	19.9	1253.7	0	0.00	0
Finance	5.5	346.5	0	0.00	0
CMIS	15	945	44	4.66	1
HR	5.8	365.4	0	0.00	0
Alternative Funding	10.85	683.55	0	0.00	0
Facilities	21.47	1352.61	147	10.87	4
Business	36.93	2326.59	35	1.50	1
Care	42.7	2690.1	67	2.49	2
Construction	60.59	3817.17	173	4.53	4
<b>TOTALS:</b>	<b>223.14</b>	<b>14057.82</b>	<b>466</b>	<b>3.31</b>	<b>12</b>

**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	268.4	0	0.00	0
Student Services	19.9	1213.9	3	0.25	3
Finance	5.5	335.5	3	0.89	2
CMIS	15	915	24	2.62	5
HR	5.8	353.8	2	0.57	1
Alternative Funding	10.85	661.85	4	0.60	3
Facilities	21.47	1309.67	7.5	0.57	7
Business	36.93	2252.73	7	0.31	6
Care	42.7	2604.7	28	1.07	15
Construction	60.59	3695.99	12	0.32	5
<b>TOTALS:</b>	<b>223.14</b>	<b>13611.54</b>	<b>90.5</b>	<b>0.66</b>	<b>47</b>

Staff Category	Instances	Medical Cert.	Self Cert.
Lecturing	28	20	8
Support	55	10	45
<b>TOTALS:</b>	<b>83</b>	<b>30</b>	<b>53</b>

**Rolling Comparisons:**

**By Department:**

Department	% time lost 2nd quarter	% time lost 3rd quarter	% time lost 4th quarter 2017	% time lost 1st quarter	% time lost 2nd quarter
Principalship	0.00	0.75	0.00	0	0.00
Student Services	0.51	1.91	3.38	2.06	1.91
Finance	1.17	5.37	11.40	1.79	2.31
CMIS	6.20	9.08	3.62	3.06	8.68
HR	0.65	0.55	2.09	1.70	0.55
Alt. Funding	2.45	4.75	8.02	10.87	0.59
Facilities	8.97	4.00	16.37	19.17	13.20
Business	2.06	1.81	5.01	6.66	2.79
Care	6.83	4.41	6.07	4.97	3.53
Construction	6.92	5.53	9.64	8.82	5.11

**Staff Category - Percentages:**

Staff Category	2nd quarter 2017	3rd quarter 2017	4th quarter 2017	1st quarter 2018	2nd quarter 2018
Lecturing	4.12	4.16	7.62	7.57	5.71
Support	5.58	4.24	7.3	7.07	4.02
<b>TOTAL:</b>	<b>4.85</b>	<b>4.20</b>	<b>7.46</b>	<b>7.32</b>	<b>4.87</b>

**Staff Category - Instances:**

Staff Category	2nd quarter 2017	3rd quarter 2017	4th quarter 2017	1st quarter 2018	2nd quarter 2017
Lecturing	26	23	56	55	28
Support	53	58	83	78	55
<b>TOTAL:</b>	<b>79</b>	<b>81</b>	<b>139</b>	<b>133</b>	<b>83</b>