



Ministry of Defence

Civilian Personnel Sickness Absence Annual Report 1 April 2018

This report presents figures on Sickness Absence for civilian personnel employed by the Ministry of Defence, excluding Royal Fleet Auxiliary personnel and Locally engaged civilians. Using data from the Ministry of Defence Human Resource and Management System (HRMS), the tables present information about changes in the Average Number of Working Days Lost (AWDL), actual number of days lost, the number of instances of Sickness Absence and the distribution by ICD code.

The data is structured into Non-Industrial and Industrial personnel by Top Level Budget area, DE&S Trading Entity, Trading Fund and Executive Agency are shown at quarter points for sickness in the preceding 12-month period.

Key Points and Trends

MOD average working days absent per civilian personnel

12 months to 31 March 2018

a decrease of 0.12 days compared with the previous 12 month period

▼ **7.06 days**

MOD civilian number of incidents of sickness absence

12 months to 31 March 2018

a decrease of 2 per cent compared with the previous 12 month period

▼ **63,450 incidents**

MOD civilian personnel working days lost due to sickness

12 months to 31 March 2018

a decrease of 1 per cent compared with the previous 12 month period

▼ **354,560 days**

MOD civilian personnel main causes of sickness absence

12 months to 31 March 2018

Non-industrial personnel

- Mental and behavioural disorders (25%)
- Diseases of the musculoskeletal system (17%)
- Diseases of the respiratory system (12%)

Industrial personnel

- Diseases of the musculoskeletal system (26%)
- Mental and behavioural disorders (19%)
- Injury, poisoning and other external causes (11%)

Responsible statistician:

Civilian Personnel Head of Branch 020 7218 1359

Further information/mailling list:

DefStrat-Stat-CivEnquiries@mod.uk

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Contents

Definitions	page 2	Other bulletins in this series can be found at: https://www.gov.uk/government/collection/mod-civilian-sickness-absence
Summary Table	page 3	
Average working days lost (AWDL)	page 4	
Loss of productivity chart	page 5	
Average working days absent	page 6	
Number of incidents of sickness absence	page 7	
Number of working days lost	page 8	
Symbols and conventions	page 18	
Background notes	page 18	
Glossary	page 19	
Further information	page 22	

Definitions

The following definitions are used within this publication and apply to different data tables:

Average Working Days Lost: Average working days lost are the number of FTE days lost to sickness absence by civilian personnel within a 12 month rolling period.

Civilian Level 0: This contains all those at Level 1 plus Trading Funds and Locally Engaged Civilians. This is used for external reporting, including National Statistics publications, Strategic Defence and Security Review Baseline, UKDS and Parliamentary Business.

Civilian Level 1: Permanent and casual civilian personnel and Royal Fleet Auxiliary, but excludes Trading Funds and Locally engaged civilians. This is generally used for MOD internal reporting and planning.

ICD International Statistical Classification of Diseases and Health-related Problems. ICD is a coding system for diseases and signs, symptoms, abnormal findings, complaints, social circumstances and external causes of injury or diseases, as classified by the World Health Organisation.

Industrial: Industrial personnel are civilian personnel employed primarily in a trade, craft or other manual labour occupation. This covers a wide range of work such as industrial technicians, air freight handlers, storekeepers, vergers and drivers.

Loss of productivity: Is calculated by using the grade capitation rate multiplied by the number of days lost per grade. See background notes for more detail.

Non-industrial: Civilian personnel who are not primarily employed in a trade, craft or other manual labour occupation. This covers a wide range of personnel undertaking work such as administration, analysis, policy, procurement, finance, medical, dental, teaching, policing, science and engineering.

Working Days: This follows Cabinet Office definition, setting a maximum number of sickness absence days at 225 days per person and excludes data for weekends, annual leave and bank holidays.

Summary Table : Average working days absent per person per year by TLB for MoD Civilian Personnel ^{1,2,3,4}

	12 Months Ending				12 Months Ending					Value of lost productivity ⁵ of absence from 1st April 2017 to 31st March 2018
	31-Mar-16	30-Jun-16	30-Sep-16	31-Dec-16	31-Mar-17	30-Jun-17	30-Sep-17	31-Dec-17	31-Mar-18	
Joint Forces Command	6.69	7.06	7.13	7.06	6.82	6.87	6.76	6.84	6.87	£7,202,000
Defence Infrastructure Organisation	8.45	8.71	8.81	8.50	8.29	8.12	8.18	8.15	8.27	£5,078,000
Head Office & Corporate Services	7.86	7.84	7.78	7.94	7.80	7.81	7.91	8.03	8.38	£9,584,000
Air Command	6.77	7.09	7.45	7.66	7.64	7.70	7.48	7.51	7.59	£4,345,000
Land Forces	8.40	8.51	8.44	8.30	8.17	8.15	8.19	8.28	8.09	£10,580,000
Navy Command	7.00	7.37	7.39	7.35	6.97	6.58	6.48	6.47	6.32	£2,407,000
Unallocated	~	~	~	~	~	~	~	~	~	£5,000
Level 1 total⁶	7.68	7.87	7.91	7.88	7.72	7.68	7.67	7.73	7.77	£39,202,000
DE&S Trading Entity	6.25	6.39	6.16	6.02	5.97	5.60	5.40	5.40	5.41	..
Executive Agency and Trading Fund										
Defence Science and Technology Laboratory	5.54	5.73	5.48	5.50	5.34	5.38	5.42	5.29	5.32	..
UK Hydrographic Office	7.03	7.11	6.55	6.88	6.68	6.81	7.01	6.55	6.38	..
Total	5.83	6.00	5.69	5.77	5.60	5.64	5.72	5.53	5.52	..
Level 0 Total⁷	7.24	7.42	7.37	7.33	7.18	7.07	7.02	7.04	7.06	..

Source: Defence Statistics (Civilian)

1. Figures exclude personnel classed as being on zero pay for any reason.
2. Rates are calculated using absence days over a 13 month average strength.
3. Part time personnel are counted by a proportion of the hours worked, consequently this is 5 working days and then 2.5 FTE working days.
5. Value of lost productivity are calculated using PAY, SCAPE and ERNIC data.
6. No sickness absence information is available for RFAs, so they are excluded from the Level 1 total
7. No sickness absence information is available for LECs, so they are excluded from the Level 0 total.

Chart A to Summary Table : Average working days absent per person per year by TLB for MoD Civilian Personnel

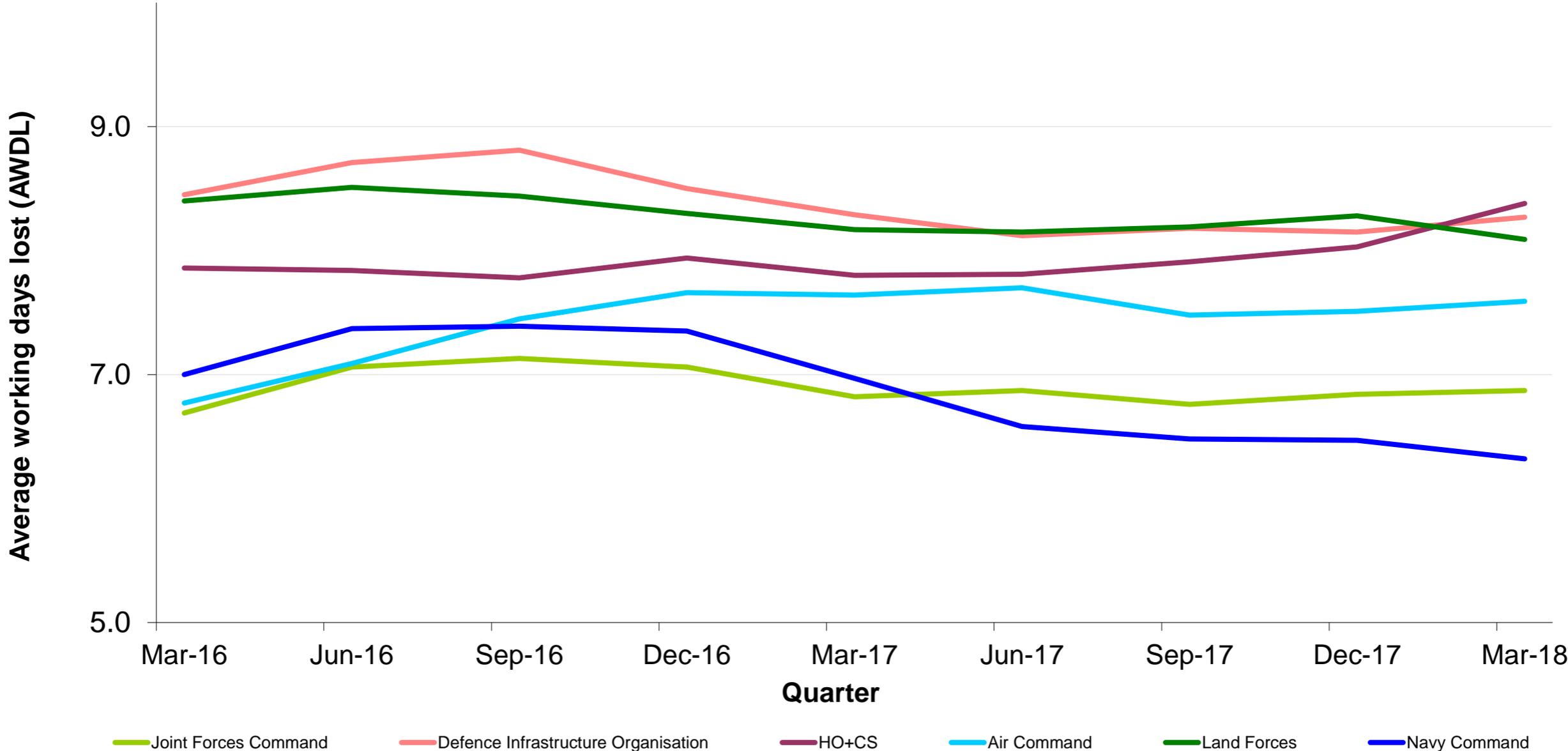
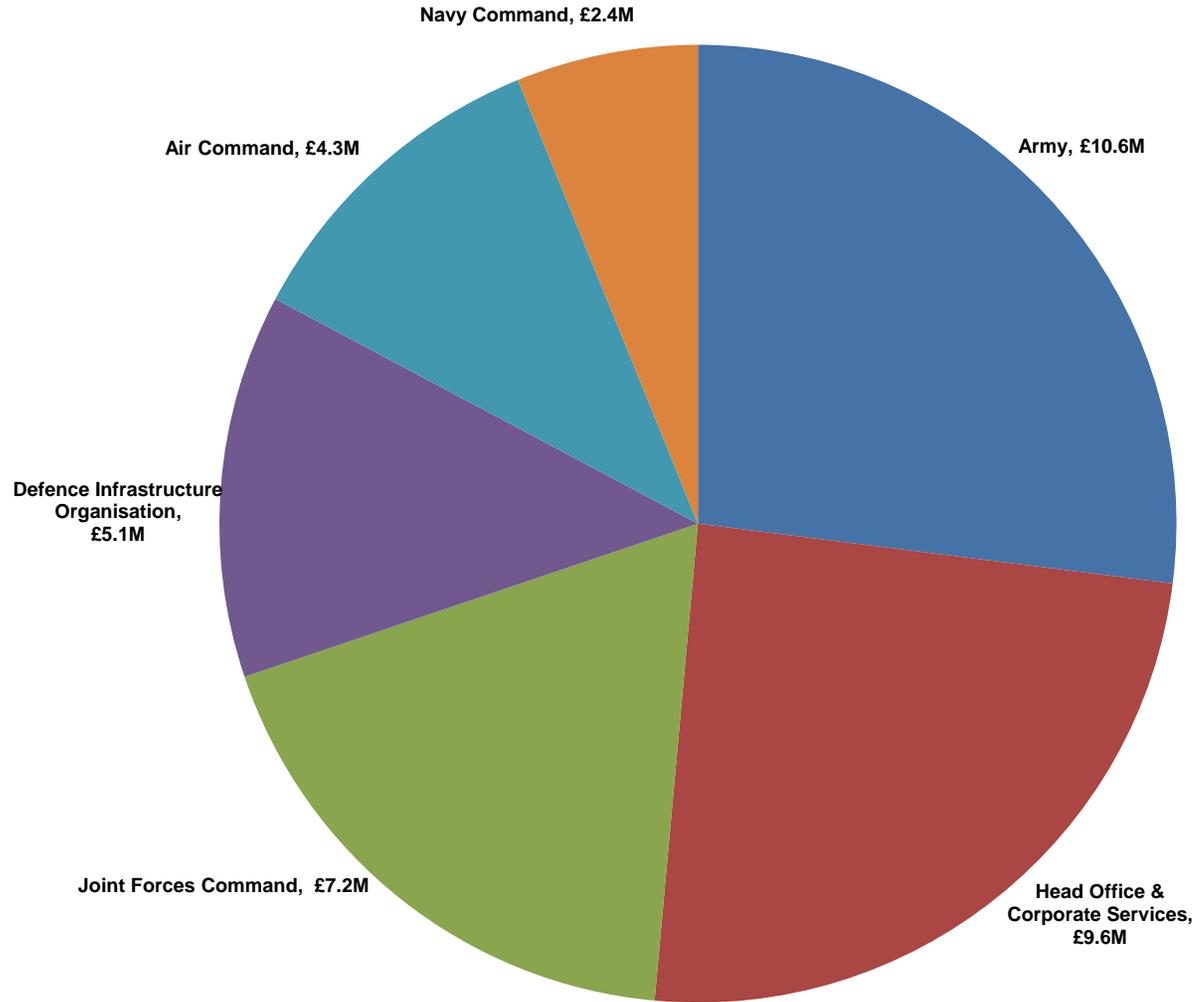


Chart B to Summary Table : Value of lost productivity in £M of Civilian Sickness Absence for TLB's for 12 months to 31st March 2018



Total Value of Lost Productivity in 12 months to 31 March 2018 is £39.2 million

Table 1 : Average working days absent per person per year by TLB for MoD Civilian Personnel ^{1,2,3,4}

	12 Months Ending				12 Months Ending					Value of lost productivity ⁵ of absence from 1st April 2017 to 31st March 2018
	31-Mar-16	30-Jun-16	30-Sep-16	31-Dec-16	31-Mar-17	30-Jun-17	30-Sep-17	31-Dec-17	31-Mar-18	
Non Industrial Total	7.42	7.61	7.62	7.56	7.41	7.41	7.40	7.47	7.61	£34,225,000
Joint Forces Command	6.57	6.94	7.03	6.95	6.73	6.77	6.72	6.82	6.86	£6,997,000
Defence Infrastructure Organisation	8.42	8.68	8.73	8.48	8.27	8.15	8.22	8.19	8.34	£4,997,000
Head Office & Corporate Services	7.98	7.93	7.83	8.00	7.86	7.87	7.96	8.07	8.44	£9,432,000
Air Command	6.18	6.70	6.98	6.98	6.93	6.86	6.61	6.59	6.93	£3,282,000
Land Forces	7.71	7.74	7.60	7.41	7.34	7.50	7.57	7.72	7.69	£7,436,000
Navy Command	6.80	7.28	7.43	7.32	6.92	6.52	6.31	6.26	6.07	£2,077,000
Unallocated	~	~	~	~	~	~	~	~	~	£5,000
Industrial Total	9.13	9.31	9.56	9.73	9.56	9.35	9.31	9.36	8.83	£4,976,000
Joint Forces Command	8.50	8.98	8.73	8.83	8.34	8.68	7.42	7.34	6.97	£205,000
Defence Infrastructure Organisation	9.78	9.96	11.85	9.19	8.92	7.09	6.78	6.55	5.77	£81,000
Head Office & Corporate Services	4.02	5.12	6.21	6.02	6.11	5.84	6.25	6.77	6.39	£152,000
Air Command	8.51	8.26	8.87	9.77	9.86	10.41	10.37	10.66	9.83	£1,064,000
Land Forces	9.98	10.31	10.47	10.49	10.26	9.80	9.80	9.75	9.20	£3,144,000
Navy Command	7.89	7.79	7.21	7.45	7.20	6.88	7.34	7.52	7.65	£330,000
Unallocated	-	-	-	-	-	-	-	-	-	-
Level 1 Total⁶	7.68	7.87	7.91	7.88	7.72	7.68	7.67	7.73	7.77	£39,202,000
DE&S Trading Entity	6.25	6.39	6.16	6.02	5.97	5.60	5.40	5.40	5.41	..
Executive Agency and Trading Fund⁷										
Defence Science and Technology Laboratory	5.54	5.73	5.48	5.50	5.34	5.38	5.42	5.29	5.32	..
UK Hydrographic Office	7.03	7.11	6.55	6.88	6.68	6.81	7.01	6.55	6.38	..
Total	5.83	6.00	5.69	5.77	5.60	5.64	5.72	5.53	5.52	..
Level 0 Total⁸	7.24	7.42	7.37	7.33	7.18	7.07	7.02	7.04	7.06	..

Source:Defence Statistics (Civilian)

1. Figures exclude personnel classed as being on zero pay for any reason.
2. Rates are calculated using absence days over a 13 month average FTE strength.
3. Part time personnel are counted as a proportion of the hours worked.
4. Absence days are working days lost with part time hours conversion where applicable.
5. Costs are calculated using PAY, SCAPE and ERNIC data.
6. No sickness absence information is available for RFAs, so they are excluded from the Level 1 total
7. Executive Agency / Trading Fund personnel cannot be broken down by Industrial status.
8. No sickness absence information is available for LECs, so they are excluded from the Level 0 total.

Table 2 : The number of incidents of sickness absence per year by TLB for MoD Civilian Personnel ¹

	12 Months Ending				12 Months Ending				
	31-Mar-16	30-Jun-16	30-Sep-16	31-Dec-16	31-Mar-17	30-Jun-17	30-Sep-17	31-Dec-17	31-Mar-18
Non Industrial Total	38 730	39 330	39 070	39 550	39 540	38 790	38 770	38 570	39 080
Joint Forces Command	7 680	7 880	7 810	7 870	7 880	7 680	7 710	7 690	7 840
Defence Infrastructure Organisation	5 800	5 930	5 870	6 040	6 090	5 990	6 110	6 030	6 130
Head Office & Corporate Services	9 840	9 920	9 870	9 980	9 950	9 850	9 820	9 690	9 720
Air Command	3 990	4 020	3 980	3 990	3 950	3 920	3 920	3 960	4 090
Land Forces	8 780	8 890	8 840	8 860	8 900	8 660	8 580	8 580	8 640
Navy Command	2 630	2 690	2 690	2 790	2 760	2 680	2 620	2 610	2 660
Unallocated	~	~	~	~	~	~	~	~	~
Industrial Total	5 690	5 500	5 360	5 250	5 180	4 980	4 890	4 780	4 640
Joint Forces Command	350	340	340	340	310	320	330	320	290
Defence Infrastructure Organisation	110	110	130	120	120	130	120	120	120
Head Office & Corporate Services	230	230	240	260	290	300	290	270	250
Air Command	1 300	1 250	1 210	1 230	1 200	1 160	1 120	1 090	1 040
Land Forces	3 200	3 120	3 060	2 930	2 880	2 720	2 660	2 620	2 570
Navy Command	500	460	380	380	360	360	370	360	380
Unallocated	-	-	-	-	-	-	-	-	-
Level 1 Total²	44 420	44 830	44 430	44 800	44 720	43 760	43 660	43 350	43 730
DE&S Trading Entity	13 020	12 950	12 700	13 030	13 040	12 720	12 840	12 840	12 810
Executive Agency and Trading Fund³									
Defence Science and Technology Laboratory	5 710	5 650	5 460	5 640	5 490	5 280	5 430	5 250	5 400
UK Hydrographic Office	1 630	1 600	1 490	1 530	1 430	1 430	1 420	1 430	1 510
Total	7 340	7 240	6 950	7 160	6 920	6 710	6 850	6 680	6 910
Level 0 Total⁴	64 770	65 020	64 090	64 990	64 670	63 190	63 350	62 880	63 450

Source:Defence Statistics (Civilian)

1. Figures exclude personnel classed as being on zero pay for any reason.
2. No sickness absence information is available for RFAs, so they are excluded from the Level 1 total.
3. Executive Agency / Trading Fund personnel cannot be broken down by Industrial status.
4. No sickness absence information is available for LECs, so they are excluded from the Level 0 total.

Table 3 : The total number of working days lost due to sickness absence by TLB for MoD Civilian Personnel ^{1,2}

	12 Months Ending				12 Months Ending				
	31-Mar-16	30-Jun-16	30-Sep-16	31-Dec-16	31-Mar-17	30-Jun-17	30-Sep-17	31-Dec-17	31-Mar-18
Non Industrial total	223 650	229 430	229 780	227 870	223 280	223 310	223 200	225 530	229 730
Joint Forces Command	36 700	38 970	39 520	39 040	37 830	38 200	38 060	38 910	39 530
Defence Infrastructure Organisation	33 900	35 150	35 570	34 810	34 220	33 950	34 490	34 510	35 340
Head Office & Corporate Services	60 180	59 740	59 070	60 400	59 560	59 860	60 400	61 030	63 460
Air Command	22 570	24 160	24 930	24 660	24 250	23 760	22 770	22 600	23 710
Land Forces	56 130	56 140	55 000	53 500	52 820	53 840	54 200	55 170	54 690
Navy Command	14 130	15 250	15 660	15 430	14 560	13 690	13 270	13 260	12 950
Unallocated	~	~	~	~	~	~	~	~	~
Industrial total	50 710	50 660	50 950	50 780	48 900	46 880	45 750	44 900	41 300
Joint Forces Command	2 960	3 090	2 960	2 960	2 760	2 820	2 360	2 280	2 020
Defence Infrastructure Organisation	1 020	1 020	1 220	950	950	770	750	730	640
Head Office & Corporate Services	990	1 310	1 600	1 540	1 560	1 480	1 570	1 690	1 580
Air Command	10 510	9 970	10 490	11 180	10 920	11 150	10 740	10 790	9 740
Land Forces	31 660	31 770	31 500	30 900	29 620	27 750	27 250	26 290	24 180
Navy Command	3 580	3 490	3 180	3 240	3 100	2 920	3 080	3 120	3 140
Unallocated	-	-	-	-	-	-	-	-	-
Level 1 total³	274 360	280 080	280 730	278 650	272 180	270 190	268 950	270 430	271 030
DE&S Trading Entity	60 960	60 870	59 470	59 090	59 820	57 440	56 760	58 070	59 190
Executive Agency and Trading Fund⁴									
Defence Science and Technology Laboratory	19 900	20 430	19 420	19 540	19 060	19 260	19 480	19 000	19 020
UK Hydrographic Office	6 250	6 210	5 630	5 830	5 560	5 660	5 830	5 450	5 320
Total	26 150	26 640	25 050	25 370	24 620	24 910	25 310	24 450	24 340
Level 0 Total⁵	361 480	367 600	365 250	363 110	356 620	352 550	351 020	352 950	354 560

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.
2. Sickness absence figures exclude absences where a person is classed as being on zero pay.
3. No sickness absence information is available for RFAs, so they are excluded from the Level 1 total.
4. Trading Fund personnel cannot be broken down by Industrial status.
5. No sickness absence information is available for LECs, so they are excluded from the Level 0 total.

Table 4A : The total number of working days lost due to sickness absence by ICD code for Non-Industrial Civilian Personnel ^{1,2,3}

	12 Months Ending				12 Months Ending				
	31-Mar-16	30-Jun-16	30-Sep-16	31-Dec-16	31-Mar-17	30-Jun-17	30-Sep-17	31-Dec-17	31-Mar-18
Non-industrial Total (All ICD 10 Codes)	223 650	229 430	229 780	227 870	223 280	223 310	223 200	225 530	229 730
ACI Injury, poisoning and certain other consequences of external causes	16 990	16 480	17 220	17 380	17 710	18 110	17 810	16 760	16 990
BFO Diseases of the blood forming organs and certain disorders....	1 520	1 980	1 810	1 760	1 910	1 560	1 530	1 570	1 580
CIR Diseases of the circulatory system	8 340	8 980	8 880	8 880	8 860	8 920	9 340	9 730	9 640
DDS Diseases of the digestive system	13 600	13 910	13 850	13 940	13 890	14 120	14 260	14 540	14 290
DEM Diseases of the ear and mastoid process	2 200	2 240	2 330	2 490	2 520	2 380	2 160	2 050	2 010
DEY Diseases of the eye and adnexa	3 310	3 260	3 250	3 250	2 780	2 900	2 820	2 500	2 310
DGY Diseases of the genito-urinary system	10 930	11 100	10 740	10 610	10 860	10 850	10 940	10 620	10 350
DRS Diseases of the respiratory system	23 750	23 900	23 250	24 640	24 000	23 430	23 890	24 240	28 400
EMN Endocrine, nutritional and metabolic diseases	1 850	2 150	1 950	2 080	2 130	2 200	2 290	2 370	2 240
IPO Certain infectious and parasitic diseases	18 900	20 380	21 190	21 210	21 070	19 760	19 220	18 980	18 880
MSD Diseases of the musculoskeletal system and connective tissue	42 890	43 760	44 010	43 170	41 790	41 890	41 070	39 740	39 910
NGB Neoplasms	10 150	11 320	11 660	11 350	10 880	10 410	9 960	10 320	9 650
NSS Diseases of the nervous system	9 090	8 880	8 370	7 850	7 970	8 150	8 130	8 450	8 420
OPP Factors influencing health status and contact with health service	770	330	60	-	-	-	-	-	-
PCP Pregnancy, childbirth and the puerperium	2 730	2 810	2 720	2 680	2 400	2 310	2 430	2 470	2 580
PSD Mental and behavioural disorders	51 230	53 320	53 360	51 700	50 030	50 980	51 420	54 560	56 320
SCO Diseases of the skin and subcutaneous tissue	2 160	1 980	2 170	1 930	1 900	1 920	2 060	2 150	2 150
SID Cause of Absence Not Yet Known	3 240	2 640	2 970	2 960	2 580	3 400	3 890	4 460	4 010

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.
2. Figures exclude absences where a person is classed as being on zero pay.
3. 1 day OPP Hospital Appointments have been excluded

Table 4B: The total number of working days lost due to sickness absence by ICD code for Non-Industrial Civilian Personnel, 12 months ending 31 March 2018

ICD code	Category	Total number of working days lost	% of total working days lost
	Total	229 730	100%
		<i>of which:</i>	
PSD	Mental and behavioural disorders	56 320	24.5%
MSD	Diseases of the musculoskeletal system and connective tissue	39 910	17.4%
DRS	Diseases of the respiratory system	28 400	12.4%
IPO	Certain infectious and parasitic diseases	18 880	8.2%
ACI	Injury, poisoning and certain other consequences of external causes	16 990	7.4%
DDS	Diseases of the digestive system	14 290	6.2%
DGY	Diseases of the genito-urinary system	10 350	4.5%
NGB	Neoplasms	9 650	4.2%
CIR	Diseases of the circulatory system	9 640	4.2%
NSS	Diseases of the nervous system	8 420	3.7%
PCP	Pregnancy, childbirth and the puerperium	2 580	1.1%
DEY	Diseases of the eye and adnexa	2 310	1.0%
EMN	Endocrine, nutritional and metabolic diseases	2 240	1.0%
SCO	Diseases of the skin and subcutaneous tissue	2 150	0.9%
DEM	Diseases of the ear and mastoid process	2 010	0.9%
BFO	Diseases of the blood forming organs and certain disorders....	1 580	0.7%
OPP	Factors influencing health status and contact with health service	-	-
SID	Cause of Absence Not Yet Known	4 010	1.7%

Table 5A : The total number of working days lost due to sickness absence by ICD code for Industrial Civilian Personnel ^{1,2,3}

	12 Months Ending				12 Months Ending				
	31-Mar-16	30-Jun-16	30-Sep-16	31-Dec-16	31-Mar-17	30-Jun-17	30-Sep-17	31-Dec-17	31-Mar-18
Industrial total (All ICD 10 Codes)	50 710	50 660	50 950	50 780	48 900	46 880	45 750	44 900	41 300
ACI Injury, poisoning and certain other consequences of external causes	4 690	5 150	5 710	5 840	5 990	5 550	5 260	5 240	4 640
BFO Diseases of the blood forming organs and certain disorders....	310	360	400	530	480	450	350	310	280
CIR Diseases of the circulatory system	2 860	3 110	3 130	2 910	2 840	2 490	2 170	2 130	2 030
DDS Diseases of the digestive system	2 640	2 560	2 340	2 690	2 620	2 850	2 900	3 210	3 030
DEM Diseases of the ear and mastoid process	340	280	240	300	390	410	490	470	400
DEY Diseases of the eye and adnexa	670	730	480	480	440	370	330	410	350
DGY Diseases of the genito-urinary system	1 460	1 590	1 630	1 610	1 490	1 410	1 200	1 310	1 700
DRS Diseases of the respiratory system	3 690	3 550	3 250	3 360	3 270	3 360	3 480	3 620	3 820
EMN Endocrine, nutritional and metabolic diseases	710	900	830	720	530	320	230	190	150
IPO Certain infectious and parasitic diseases	3 090	2 930	3 200	3 140	3 390	3 360	3 240	2 850	2 650
MSD Diseases of the musculoskeletal system and connective tissue	14 720	15 420	15 520	15 040	14 030	12 510	12 130	12 120	10 720
NGB Neoplasms	2 210	1 930	2 230	2 180	2 240	2 110	1 700	1 560	1 440
NSS Diseases of the nervous system	1 330	1 290	1 330	1 410	1 450	1 570	1 320	1 170	900
OPP Factors influencing health status and contact with health service	240	250	120	60	~	-	-	-	-
PCP Pregnancy, childbirth and the puerperium	70	40	40	40	50	140	200	170	180
PSD Mental and behavioural disorders	10 150	9 270	9 220	8 940	7 930	8 190	9 070	8 790	7 650
SCO Diseases of the skin and subcutaneous tissue	600	550	410	470	540	540	510	420	430
SID Cause of Absence Not Yet Known	920	740	850	1 060	1 180	1 240	1 170	940	920

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.
2. Sickness absence figures exclude absences where a person is classed as being on zero pay.
3. 1 day OPP Hospital Appointments have been excluded

Table 5B: The total number of working days lost due to sickness absence by ICD code for Industrial Civilian Personnel, 12 months ending 31 March 2018

ICD code	Category	Total number of working days lost	% of total working days lost
	Total	41 300	100%
		<i>of which:</i>	
MSD	Diseases of the musculoskeletal system and connective tissue	10 720	25.9%
PSD	Mental and behavioural disorders	7 650	18.5%
ACI	Injury, poisoning and certain other consequences of external causes	4 640	11.2%
DRS	Diseases of the respiratory system	3 820	9.3%
DDS	Diseases of the digestive system	3 030	7.3%
IPO	Certain infectious and parasitic diseases	2 650	6.4%
CIR	Diseases of the circulatory system	2 030	4.9%
DGY	Diseases of the genito-urinary system	1 700	4.1%
NGB	Neoplasms	1 440	3.5%
NSS	Diseases of the nervous system	900	2.2%
SCO	Diseases of the skin and subcutaneous tissue	430	1.0%
DEM	Diseases of the ear and mastoid process	400	1.0%
DEY	Diseases of the eye and adnexa	350	0.9%
BFO	Diseases of the blood forming organs and certain disorders....	280	0.7%
PCP	Pregnancy, childbirth and the puerperium	180	0.4%
EMN	Endocrine, nutritional and metabolic diseases	150	0.4%
OPP	Factors influencing health status and contact with health service	-	-
SID	Cause of Absence Not Yet Known	920	2.2%

Table 6A : The total number of working days lost due to sickness absence by ICD code for DE&S Civilian Personnel ^{1,2,3}

	12 Months Ending				12 Months Ending				
	31-Mar-16	30-Jun-16	30-Sep-16	31-Dec-16	31-Mar-17	30-Jun-17	30-Sep-17	31-Dec-17	31-Mar-18
DE&S Civilian personnel (All ICD 10 Codes)	60 960	60 870	59 470	59 090	59 820	57 440	56 760	58 070	59 190
ACI Injury, poisoning and certain other consequences of external causes	4 340	3 940	4 110	4 160	4 460	4 220	3 900	3 410	3 020
BFO Diseases of the blood forming organs and certain disorders....	410	360	410	430	410	310	330	350	350
CIR Diseases of the circulatory system	2 450	2 260	2 220	2 280	2 240	1 940	1 700	1 680	1 590
DDS Diseases of the digestive system	4 570	4 710	4 440	4 800	4 950	4 820	4 670	4 480	4 170
DEM Diseases of the ear and mastoid process	630	630	600	630	600	430	420	490	670
DEY Diseases of the eye and adnexa	610	570	630	860	910	1 030	1 140	1 050	900
DGY Diseases of the genito-urinary system	2 420	2 400	2 420	2 410	2 540	2 400	2 320	2 600	2 200
DRS Diseases of the respiratory system	9 040	8 860	8 580	9 300	8 840	8 680	8 660	8 690	9 800
EMN Endocrine, nutritional and metabolic diseases	470	450	390	330	290	300	420	550	650
IPO Certain infectious and parasitic diseases	5 640	5 790	5 830	5 730	6 100	5 910	5 980	6 080	6 170
MSD Diseases of the musculoskeletal system and connective tissue	9 890	9 700	8 950	8 220	8 200	7 840	7 660	7 920	8 080
NGB Neoplasms	2 500	3 400	3 330	2 730	2 910	3 170	3 420	2 920	2 830
NSS Diseases of the nervous system	3 020	2 850	2 800	2 760	2 690	2 580	2 360	2 600	2 630
OPP Factors influencing health status and contact with health service	-	-	-	-	-	-	-	-	-
PCP Pregnancy, childbirth and the puerperium	920	850	780	750	800	790	800	870	900
PSD Mental and behavioural disorders	12 770	12 720	12 920	12 490	12 490	11 380	11 790	13 280	14 180
SCO Diseases of the skin and subcutaneous tissue	320	340	310	350	620	640	520	380	320
SID Cause of Absence Not Yet Known	970	1 060	750	880	770	990	680	720	730

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.
2. Sickness absence figures exclude absences where a person is classed as being on zero pay.
3. 1 day OPP Hospital Appointments have been excluded

Table 6B: the total number of working days lost due to sickness absence by ICD code for DE&S Civilian Personnel, 12 months ending 31 March 2018

ICD code	Category	Total number of working days lost	% of total working days lost
	Total	59190	100%
		<i>of which:</i>	
PSD	Mental and behavioural disorders	14180	24.0%
DRS	Diseases of the respiratory system	9800	16.6%
MSD	Diseases of the musculoskeletal system and connective tissue	8080	13.7%
IPO	Certain infectious and parasitic diseases	6170	10.4%
DDS	Diseases of the digestive system	4170	7.1%
ACI	Injury, poisoning and certain other consequences of external causes	3020	5.1%
NGB	Neoplasms	2830	4.8%
NSS	Diseases of the nervous system	2630	4.4%
DGY	Diseases of the genito-urinary system	2200	3.7%
CIR	Diseases of the circulatory system	1590	2.7%
DEY	Diseases of the eye and adnexa	900	1.5%
PCP	Pregnancy, childbirth and the puerperium	900	1.5%
DEM	Diseases of the ear and mastoid process	670	1.1%
EMN	Endocrine, nutritional and metabolic diseases	650	1.1%
BFO	Diseases of the blood forming organs and certain disorders....	350	0.6%
SCO	Diseases of the skin and subcutaneous tissue	320	0.5%
OPP	Factors influencing health status and contact with health service	-	-
SID	Cause of Absence Not Yet Known	730	1.2%

Table 7A : The total number of working days lost due to sickness absence by ICD code for Executive Agency and Trading Fund Civilian Personnel ^{1,2,3}

	12 Months Ending				12 Months Ending				
	31-Mar-16	30-Jun-16	30-Sep-16	31-Dec-16	31-Mar-17	30-Jun-17	30-Sep-17	31-Dec-17	31-Mar-18
Trading Fund personnel (All ICD 10 Codes)	26 150	26 640	25 050	25 370	24 620	24 910	25 310	24 450	24 340
ACI Injury, poisoning and certain other consequences of external causes	940	660	460	480	590	470	530	510	440
BFO Diseases of the blood forming organs and certain disorders...	240	230	170	100	30	30	30	20	20
CIR Diseases of the circulatory system	670	750	640	420	250	180	200	200	220
DDS Diseases of the digestive system	2 050	2 310	2 130	2 090	1 590	1 260	1 130	840	1 140
DEM Diseases of the ear and mastoid process	100	100	80	60	60	120	130	160	130
DEY Diseases of the eye and adnexa	160	160	140	130	140	100	90	110	100
DGY Diseases of the genito-urinary system	430	280	180	180	230	240	300	380	490
DRS Diseases of the respiratory system	5 260	5 460	5 140	5 540	4 830	4 550	4 650	4 460	4 920
EMN Endocrine, nutritional and metabolic diseases	90	100	120	120	110	50	40	30	90
IPO Certain infectious and parasitic diseases	2 990	2 940	3 090	3 360	3 470	3 470	3 600	3 690	3 570
MSD Diseases of the musculoskeletal system and connective tissue	2 140	2 440	2 290	2 170	2 710	2 620	2 420	2 140	2 020
NGB Neoplasms	680	900	920	870	630	850	790	820	860
NSS Diseases of the nervous system	1 480	1 630	1 600	1 390	1 400	1 420	1 540	1 700	1 400
OPP Factors influencing health status and contact with health service	2 730	2 400	2 280	2 650	2 680	2 920	2 880	2 640	2 780
PCP Pregnancy, childbirth and the puerperium	120	130	80	70	70	80	100	120	130
PSD Mental and behavioural disorders	4 620	4 610	3 750	3 700	3 970	4 780	5 030	5 160	4 950
SCO Diseases of the skin and subcutaneous tissue	60	70	80	120	130	120	180	130	90
SID Cause of Absence Not Yet Known	1 400	1 470	1 910	1 920	1 740	1 660	1 650	1 320	990

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.

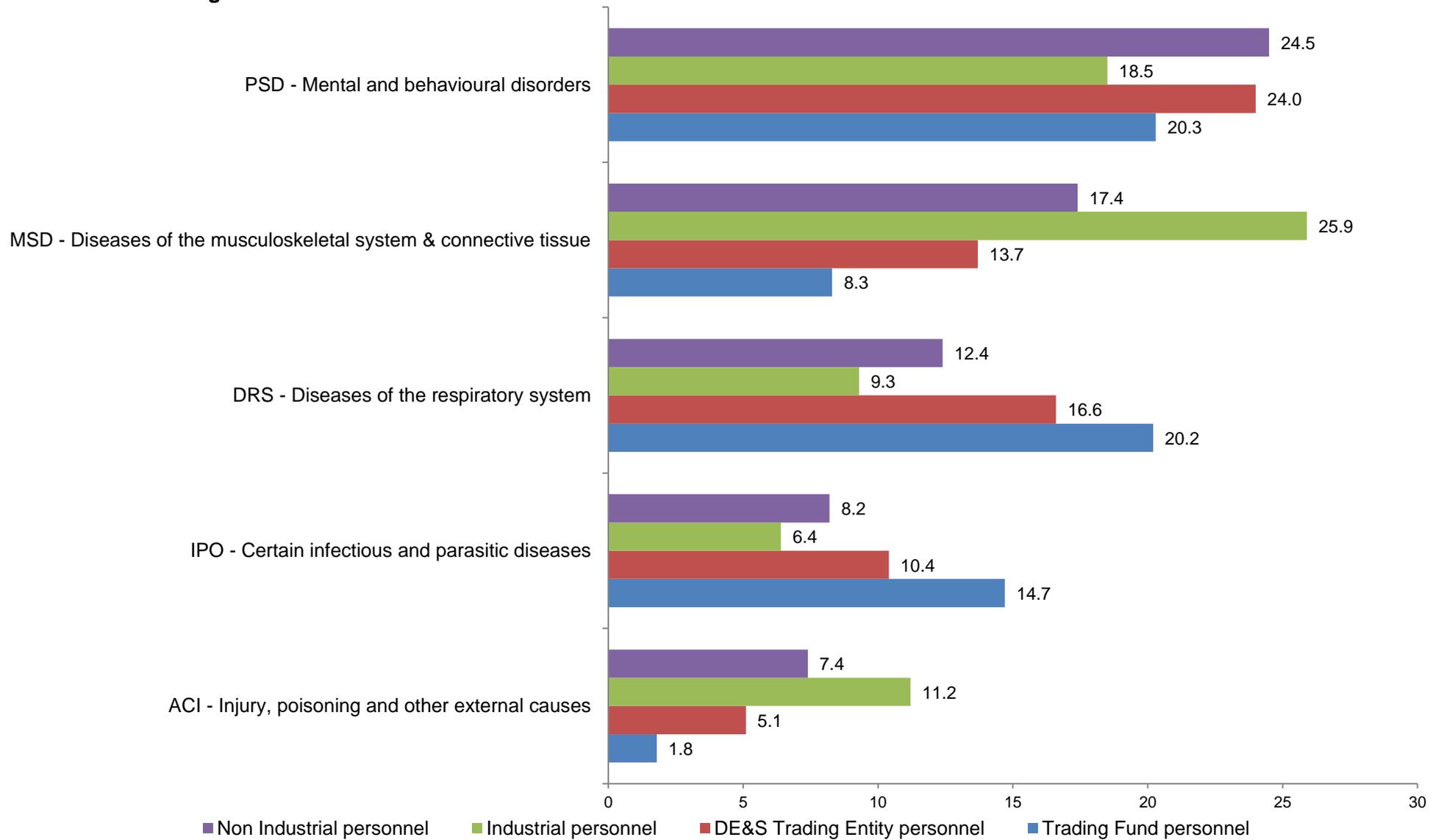
2. Sickness absence figures exclude absences where a person is classed as being on zero pay.

3. 1 day OPP Hospital Appointments have been excluded

Table 7B: The total number of working days lost due to sickness absence by ICD code for Executive Agency and Trading Fund Civilian Personnel, 12 months ending 31 Marc

ICD code	Category	Total number of working days lost	% of total working days lost
	Total	24 340	100%
		<i>of which:</i>	
PSD	Mental and behavioural disorders	4 950	20.3%
DRS	Diseases of the respiratory system	4 920	20.2%
IPO	Certain infectious and parasitic diseases	3 570	14.7%
OPP	Factors influencing health status and contact with health service	2 780	11.4%
MSD	Diseases of the musculoskeletal system and connective tissue	2 020	8.3%
NSS	Diseases of the nervous system	1 400	5.8%
DDS	Diseases of the digestive system	1 140	4.7%
NGB	Neoplasms	860	3.5%
DGY	Diseases of the genito-urinary system	490	2.0%
ACI	Injury, poisoning and certain other consequences of external causes	440	1.8%
CIR	Diseases of the circulatory system	220	0.9%
DEM	Diseases of the ear and mastoid process	130	0.5%
PCP	Pregnancy, childbirth and the puerperium	130	0.5%
DEY	Diseases of the eye and adnexa	100	0.4%
EMN	Endocrine, nutritional and metabolic diseases	90	0.4%
SCO	Diseases of the skin and subcutaneous tissue	90	0.4%
BFO	Diseases of the blood forming organs and certain disorders....	20	0.1%
SID	Cause of Absence Not Yet Known	990	4.1%

Chart C: Percentage of working days lost due to sickness absence by top five ICD codes for Non-Industrial Civilian Personnel compared against Industrial, DE&S and Trading Fund personnel, 12 months ending 31 March 2018



Symbols and Conventions

- ~ fewer than five
- * not applicable
- .. not available
- Zero or rounded to zero

Rounding

Where rounding has been used, totals and sub-totals have been rounded separately and so may not equal the sums of their rounded parts. This also applies to Civilian personnel data expressed in terms of Full-Time Equivalents (FTE).

When rounding to the nearest 10, numbers ending in “5” have been rounded to the nearest multiple of 20 to prevent systematic bias.

Excel tables accompanying this publication

An updated MOD Disclosure Control and Rounding policy has been published on GOV.UK and we have applied this policy to the statistics on Civilian personnel in the accompanying Excel tables.

The policy is available on

<https://www.gov.uk/government/publications/defence-statistics-policies>

Disclosure control will still be applied to statistical or numeric information to safeguard the confidentiality of individuals. ‘Disclosure control’ refers to the efforts made to reduce the risk of disclosure, such as applying statistical methods to protect ‘personally identifiable information’ (PII) in aggregate data tables. These safeguards can take many forms (e.g. data suppression, rounding, recoding etc.).

Background notes

1. Defence Equipment and Support (DE&S) changed status as at 1 April 2015 and was reclassified as a Bespoke Trading Entity. It is reported outside Civilian level 1, but within level 0. Prior to this it was categorised as a Top Level Budgetary Area, which was part of the Civilian Level 1 total. For reporting purposes, DE&S will be reported as an extant TLB as at 1 April 2015 to allow comparable analysis of DE&S across the SDSR period covering 1 April 2010 to 1 April 2015. Civilian personnel strength for DE&S from 01 July 2015 onwards is reported as a Bespoke Trading Entity.
2. Changes in the DE&S Trading Entity grade structure meant that they were no longer aligned with those used by the Top Level Budgetary Areas. Therefore, the ‘loss of productivity’ figure that was previously published for this group is no longer possible.
3. The value of lost productivity is calculated by applying the latest available capitation rates for Pay, ERNIC and SCAPE for civil service grades and multiplying them by the number of working days lost for each civil service grade.

ERNIC (Earnings related National Insurance contributions) is the National Insurance contribution to the department.

SCAPE (Superannuation Contributions Adjusted for Past Experience) is the pension element to the department.

The capitation rates are based on MOD averages for the respective year. The pay element of the capitation rate is basic pay only; no allowances are included. The capitation rates do not include overhead costs and these are not held centrally. Capitation rates are calculated for all grades.

Glossary

Average Working Days Lost: Average working days lost are the number of FTE days lost to sickness absence by civilian personnel within a 12 month rolling period.

Civilian Level 0: This contains all those at Level 1 plus Trading Funds and Locally Engaged Civilians. This is used for external reporting, including National Statistics publications, Strategic Defence and Security Review Baseline, UKDS and Parliamentary Business.

Civilian Level 1: Permanent and casual civilian personnel and Royal Fleet Auxiliary, but excludes Trading Funds and Locally engaged civilians. This is generally used for MOD internal reporting and planning.

Defence Equipment & Support: Defence Equipment & Support (DE&S) equips and supports the UK's Armed Forces for current and future operations. It acquires and supports through-life, including disposal, equipment and services ranging from ships, aircraft, vehicles and weapons, to electronic systems and information services. DE&S satisfies on-going requirements including food, clothing, medical supplies, maintenance and temporary accommodation, as well as operating HM Naval Bases and the joint supply chain for land, sea and air.

Defence Infrastructure Organisation (DIO): established on 01 April 2011 replaced Defence Estates and includes TLB property and facilities management functions previously situated within other TLBs.

Defence Science and Technology Laboratory: is an Executive Agency. It supplies impartial scientific and technical research and advice to the MOD and other government departments.

Defence Statistics: On 1 April 2013 the Directorate formerly known as DASA split into two one-star analytical business areas within the Head Office Strategy Directorate - Defence Economics and Defence Statistics. These two business areas continue to provide National Statistics on Defence and other corporate information, forecasting, planning, consultancy, analytical research and advice to the MOD.

Defence Support Group: Defence Support Group (DSG) is a Trading Fund established to support the Armed Forces and deliver wider defence objectives in support of the key Defence Industrial Strategy requirements. DSG's key aim is to provide expert in-house maintenance, repair, overhaul and upgrade services for the through life support of the air, land and maritime systems of the UK Armed Forces. Its mission is to be the preferred supplier of Fleet Management Services to its Customers. It provides engineering support and fleet management services for land based equipment used by the MOD, ranging from radios to main battle tanks. It covers the whole of the UK from a number of strategically located sites and uses large numbers of mobile support teams to cover customers in the UK and worldwide.

Full Time Equivalence (FTE): is a measure of the size of the workforce that takes account of the fact that some people work part-time. Prior to 1 April 1995 part-time employees were assumed to work 50 per cent of normal hours, but since then actual hours worked has been the preferred methodology. The average hours worked by part-time personnel is about 68 per cent of full-time hours.

Head Office & Corporate Services (HO&CS): was established as at 1 April 2012. Lead areas of activity include Senior Finance Office (SFO) responsibility for ensuring that decisions are taken with due regard to affordability and value for money, acting as Head of Establishment for London HO Buildings and associated support requirements, Production of the Department's Resource Accounts and Governance support for MOD Trading Funds.

HQ Air Command: Air Command incorporates the RAF's Personnel and Training Command and Strike Command with a single fully integrated Headquarters, which equips the RAF to provide a

coherent and coordinated single Air focus to the other Services, MOD Head Office, the Permanent Joint Headquarters and the rest of MOD.

Hydrographic Office: The UK Hydrographic Office is responsible for surveying the seas around the UK and other areas to aid navigation.

ICD International Statistical Classification of Diseases and Health-related Problems. ICD is a coding system for diseases and signs, symptoms, abnormal findings, complaints, social circumstances and external causes of injury or diseases, as classified by the World Health Organisation

Industrial: Industrial personnel are civilian personnel employed primarily in a trade, craft or other manual labour occupation. This covers a wide range of work such as industrial technicians, air freight handlers, storekeepers, vergers and drivers.

Joint Forces Command was established at 1 April 2012 to ensure that a range of military support functions covering medical services, training and education, intelligence and cyber are organised in an efficient and effective manner to support success on operations, supporting investment in joint capabilities, strengthening the links between operational theatres and top level decision making. Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs.

Land Forces: Performs a similar role to Navy Command within the context of trained Army formations and equipment.

Locally engaged civilians: MOD employs a number of civilian personnel overseas, known as Locally engaged civilians (LECs). The definition of a Locally engaged civilian is an employee who has been recruited locally as a “servant of the Crown”. In other words, they have not been recruited through fair and open competition in the UK under the Civil Service Order in Council and they are not therefore members of the Home Civil Service or the Diplomatic Service. LECs are also employed on terms and conditions analogous with local employment law and market forces, and not those of the UK. The majority of civilian personnel employed overseas by MOD are LECs and not civil servants.

Ministry of Defence (MOD): This United Kingdom Government department is responsible for implementation of government defence policy and is the headquarters of the British Armed Forces. The principal objective of the MOD is to protect the United Kingdom and its values and interests abroad. The MOD manages day to day running of the Armed Forces, contingency planning and defence procurement.

Navy Command: Navy command is the TLB for the Naval Service. As at 1 April 2010 Fleet TLB was renamed to Navy Command. Fleet TLB was formed on 1 April 2006 by the merger of the Commander-in-Chief Fleet and the Chief of Naval Personnel/ Commander-in-Chief Naval Home Command.

Non-industrial: Civilian personnel who are not primarily employed in a trade, craft or other manual labour occupation. This covers a wide range of personnel undertaking work such as administration, analysis, policy, procurement, finance, medical, dental, teaching, policing, science and engineering.

Royal Fleet Auxiliary: The Royal Fleet Auxiliary is a civilian-manned fleet, owned by the MOD, which supports Royal Navy ships around the world, supplying warships with fuel, ammunition and supplies. The RFA fleet is fully integrated into the RN's command and control system and forms a vital part of maritime operations.

Strength: The total number of personnel employed by the Department at or within a specific time period,

Top Level Budgetary Area (TLB): The major organisational groupings of the MOD directly responsible for the planning, management and delivery of departmental capability.

Trading Funds: Trading Funds were introduced by the Government under the Trading Funds Act 1973 as a 'means of financing trading operations of a government department which, hitherto, have been carried out on Vote'. They are self-accounting units that have greater freedom than other government departments in managing their own financial and management activities. They are also free to negotiate their own terms and conditions with their personnel and for this reason their grading structures do not always match that of the rest of the Ministry, and this is reflected in some of the tables.

Working Days: This follows Cabinet Office definition, setting a maximum number of sickness absence days at 225 days per person and excludes data for weekends, annual leave and bank holidays.

Background Quality Report

The background quality report provides more detailed information about the quality of data used to produce this publication and any statistics derived from that data.

<https://www.gov.uk/government/statistics/mod-civilian-personnel-sickness-absence-quarterly-report-background-quality-reports>

Frequency of publication

Defence Statistics (Civilian) conducted a public consultation on reducing publication of Civilian Personnel Sickness Absence from quarterly to once a year for the following reasons:

- a. The information can still be provided to internal customers, but published less frequently, reducing the time spent on ministerial submissions and report commentary.
- b. To ensure best use of resource in a context of tightening resources and high levels of internal demand for analysis.
- c. To free up resource to spend on reactive ad hoc analysis to meet our policy customers' requirements.

Revisions

Occasionally errors can occur in statistical processes; procedures are constantly reviewed to minimise this risk. Should a significant error be found the publication on the website will be updated and an errata slip published documenting the revision.

Further Information

Contact Us

Defence Statistics welcome feedback on our statistical products. If you have any comments or questions about this publication or about our statistics in general, you can contact us as follows:

Defence Statistics (Civilian Personnel)

Email: DefStrat-Stat-CivEnquiries@mod.uk

If you require information which is not available within this or other available publications, you may wish to submit a Request for Information under the Freedom of Information Act 2000 to the Ministry of Defence. For more information, see:

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>

Other contact points within Defence Statistics are:

Defence Expenditure Analysis	030 6793 4531	DefStrat-Econ-ESES-DEA-Hd@mod.uk
Price Indices	030 6793 2100	DefStrat-Econ-ESES-PI-Hd@mod.uk
Naval Service Manpower	023 9254 7426	DefStrat-Stat-Navy-Hd@mod.uk
Army Manpower	01264 886175	DefStrat-Stat-Army-Hd@mod.uk
RAF Manpower	01494 496822	DefStrat-Stat-Air-Hd@mod.uk
Tri-Service Manpower	020 7807 8896	DefStrat-Stat-Tri-Hd@mod.uk
Civilian Manpower	020 7218 1359	DefStrat-Stat-Civ-Hd@mod.uk
Health Information	030 6798 4423	DefStrat-Stat-Health-Hd@mod.uk

Please note that these email addresses may change later in the year.

If you wish to correspond by mail, our postal address is:

Defence Statistics (Civilian Personnel)
Ministry of Defence, Main Building
Floor 3 Zone M
Whitehall
London
SW1A 2HB

For general MOD enquiries, please call: 020 7218 9000