



Ministry of Defence

Civilian Personnel Sickness Absence Quarterly Report

1 January 2016

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-10 code.

The data is structured into Non-Industrial and Industrial personnel by Top Level Budget area and MOD Trading Funds and is shown at quarter points for sickness in the preceding 12-month period.

17 March 2016

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AWDL Chart	4	• The average working days absent per person in the 12 months to 31 December 2015 ranged from 6.53 days (DE&S Trading Entity) to 8.53 days (Land forces).
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Average working days absent per staff year by Industrial : Non-Industrial	6	• The cost of sickness absence in the 12 months to 31 December 2015 was £46.6 million. This has decreased by 5 per cent from the previous 12 months (£49.1 million).
The number of incidents of sickness absence	7	• The number of incidents of sickness absence in the 12 months ending 31 December for Level 0 was 65,720. This is a fall of 17 per cent compared to the previous 12 month period (79,500).
Total number of working days lost due to sickness absence	8	
Total number of working days lost by ICD code - Non-Industrial personnel	9	• The total number of working days lost in the 12 months ending 31 December 2015 for Level 0 was 369,880 days. This is a fall of 11 per cent compared to the previous 12 month period (416,460 days).
Non-Industrial Distribution by ICD-10 Chart	10	• In the 12 months ending December 2015, the main causes of sickness absence in the non-industrial population were: <ul style="list-style-type: none">- Mental and behavioural disorders (23%)- Diseases of the musculoskeletal system (19%)- Diseases of the respiratory system (11%)
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Definitions

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

	Civilian Level 0*	Civilian Level 1**
Top Level Budgetary area (TLB)	✓	✓
Royal Fleet Auxiliary (RFA)		
DE&S Trading Entity	✓	
Trading funds	✓	
Locally engaged civilians (LEC)		

* Civilian Level 0 would normally include RFA and LEC data, but no sickness absence information is available for them.

** Civilian Level 1 would normally include RFA data, but no sickness absence information is available for them.

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

Royal Fleet Auxiliary (RFA): 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 Royal Navy's command and control system and forms a vital part of maritime operations.

DE&S Trading Entity: Defence Equipment and Support (DE&S) changed status to a bespoke trading entity in April 2015. Prior to this it was reported as an extant TLB.

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.

Locally engaged civilians: MOD employs a number of civilian personnel overseas, known as Locally engaged civilians (LECs). 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.

Symbols and Conventions

Symbols

}	categories merged for some years
	discontinuity in time series
~	fewer than ten
*	not applicable
..	not available
p	Provisional
r	Revised
rp	revised but still provisional
e	Estimate
—	Zero or rounded to zero

Italic figures are used for percentages and other rates, except where otherwise indicated.

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

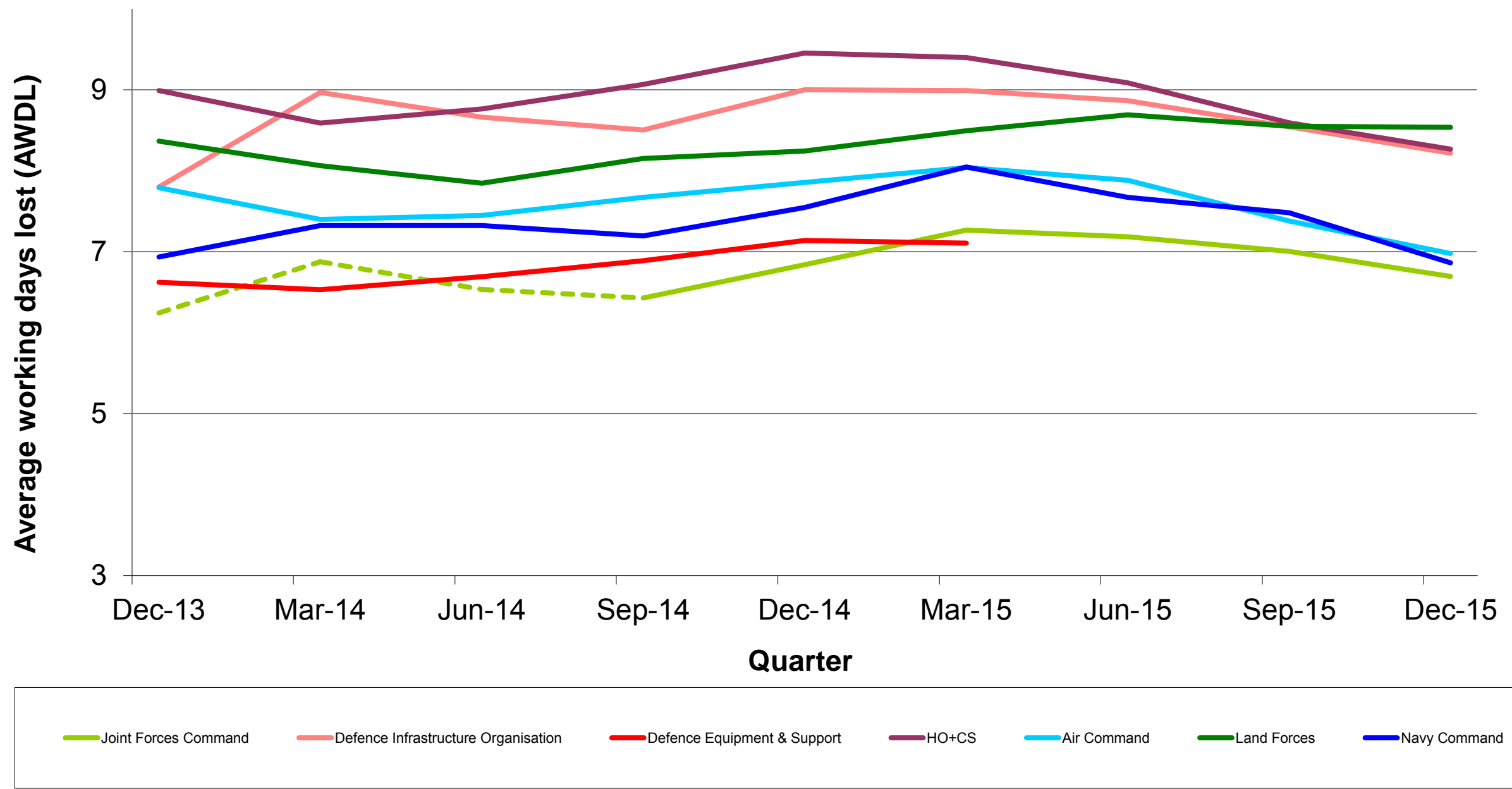
Summary Table : Average working days absent per person per year by TLB for MoD Civilian Personnel ^{1,2,3,4}

	12 Months Ending				12 Months Ending				Total cost ⁵ of absence from 1st January 2015 to 31st December 2015
	31-Mar-14	30-Jun-14	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15	
Joint Forces Command	6.88	6.54	6.43	6.84	7.27	7.19	7.00	6.69	£5,996,000
Defence Infrastructure Organisation	8.97	8.66	8.50	9.00	8.99	8.87	8.54	8.22	£4,585,000
Defence Equipment & Support	6.53	6.69	6.89	7.14	7.11	*	*	*	*
Head Office & Corporate Services	8.59	8.76	9.07	9.45	9.40	9.08	8.59	8.27	£8,676,000
Air Command	7.40	7.45	7.67	7.86	8.04	7.88	7.38	6.98	£4,084,000
Land Forces	8.06	7.85	8.15	8.25	8.49	8.69	8.55	8.53	£10,572,000
Navy Command	7.32	7.32	7.20	7.55	8.05	7.67	7.48	6.86	£2,223,000
Unallocated	2.33	7.15	10.35	8.77	10.33	~	~	~	£8,000
Level 1 total	7.62	7.58	7.74	8.01	8.14	8.36	8.07	7.80	£36,143,000
Trading Entity									
DE&S Trading Entity	*	*	*	*	*	6.96	6.95	6.53	£10,458,000
Trading Funds									
Defence Science and Technology Laboratory	4.90	4.87	4.94	5.10	5.38	5.44	5.59	5.34	..
UK Hydrographic Office	7.12	6.83	6.77	6.53	7.43	7.15	7.32	7.18	..
Defence Support Group	8.89	8.70	8.61	8.21	*	*	*	*	*
Trading Fund total	6.56	6.44	6.44	6.35	5.80	5.79	5.94	5.71	..
Level 0 Total	7.48	7.43	7.57	7.79	7.93	7.84	7.65	7.36	..

Source: Defence Statistics (Civilian)

- Figures exclude personnel classed as being on zero pay for any reason.
- Rates are calculated using absence days over a 13 month average strength.
- Part time personnel are counted by a proportion of the hours worked.
- 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.
- Costs are calculated using PAY, SCAPE and ERNIC data.

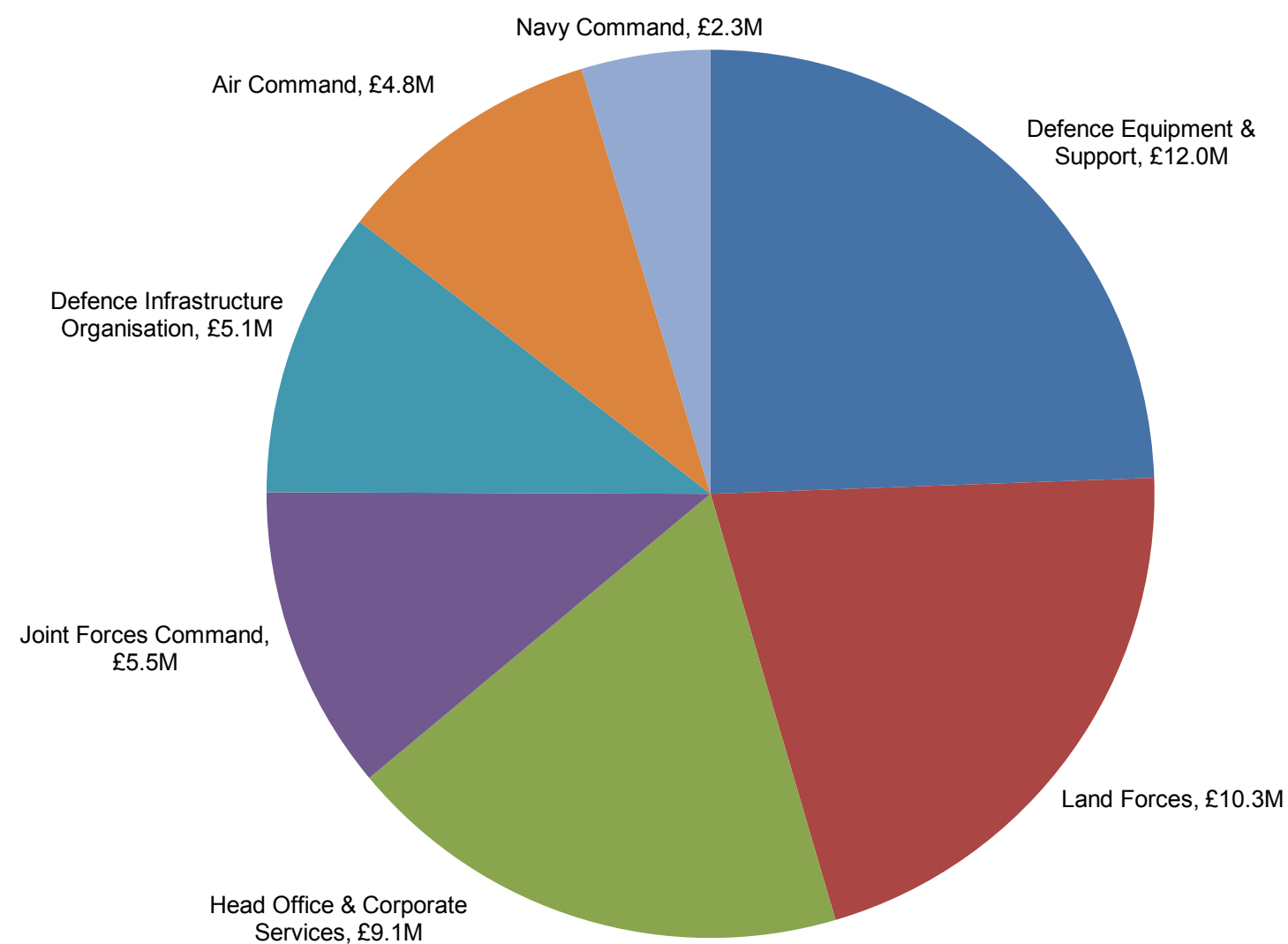
Chart A to Summary Table : Average working days absent per person per year by TLB for MoD Civilian Personnel



Note The dotted line for Joint Forces Command represents the period where increasing their manpower levels due to transfers from other TLBs.
Defence Equipment & Support has now become a Trading Entity

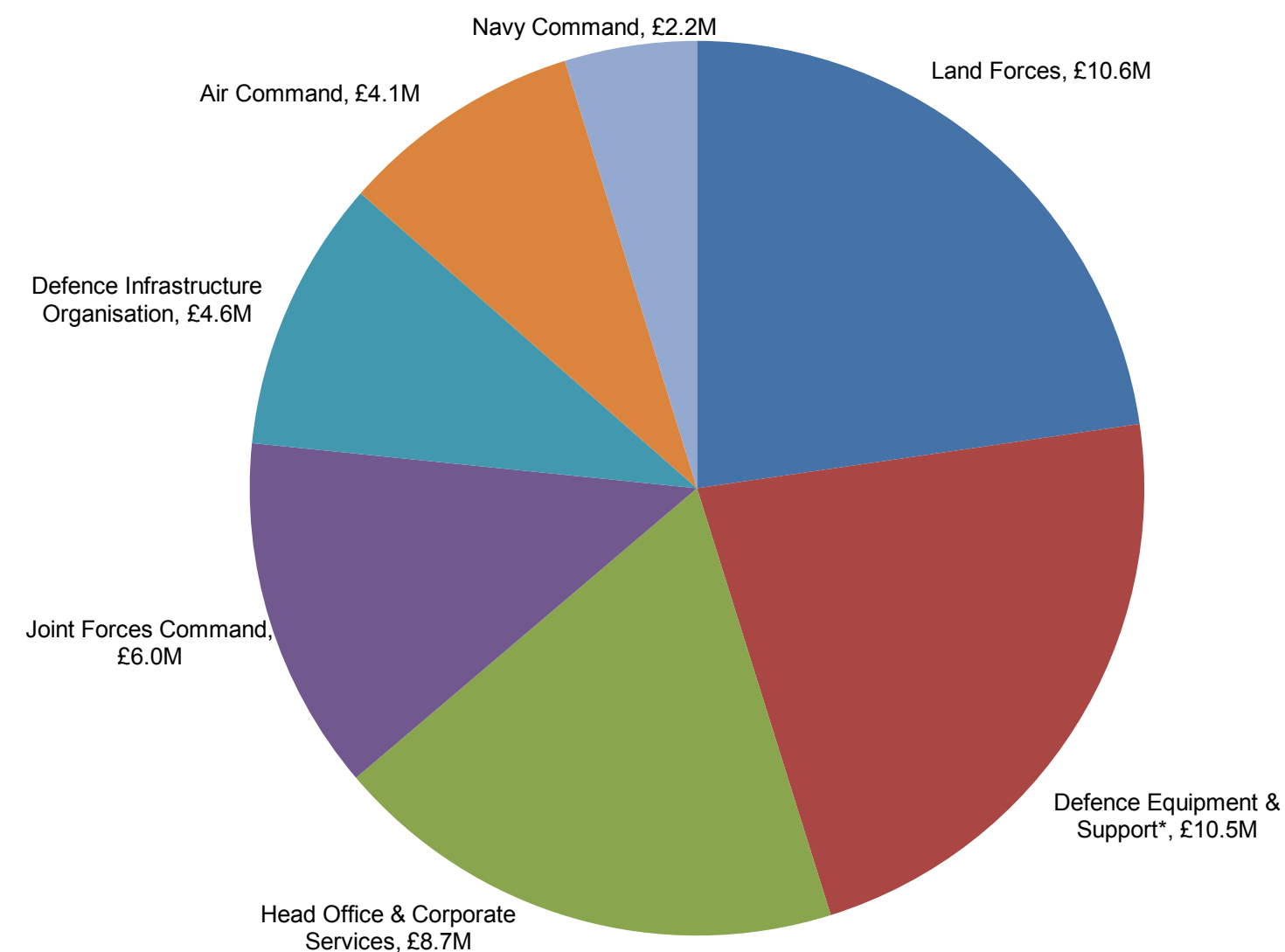
Chart B to Summary Table : Proportion of cost in £M of Civilian Sickness Absence for Non-Industrial and Industrial personnel in core TLB's

Cost of Sickness Absence by TLB in £M for 12 months to 31 December 2014



Total Cost of Sickness Absence in the 12 months to 31 December 2014 was £49.1Million

Cost of Sickness Absence by TLB/Bespoke trading entity in £M for 12 months to 31 December 2015



Total Cost of Sickness Absence in the 12 months to 31 December 2015 was £46.6Million

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				Cost ⁵ of absence from 1st January 2015 to 31st December 2015
	31-Mar-14	30-Jun-14	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15	
Non Industrial Total	7.21	7.19	7.34	7.64	7.76	8.05	7.80	7.54	£31,154,000
Joint Forces Command	6.78	6.45	6.38	6.76	7.23	7.14	6.92	6.61	£5,723,000
Defence Infrastructure Organisation	8.76	8.57	8.47	8.97	8.97	8.85	8.57	8.21	£4,475,000
Defence Equipment & Support	5.97	6.13	6.26	6.58	6.51	*	*	*	*
Head Office & Corporate Services	8.53	8.68	8.99	9.39	9.38	9.09	8.69	8.31	£8,533,000
Air Command	6.66	6.58	6.84	6.99	7.13	7.13	6.72	6.40	£2,950,000
Land Forces	7.31	7.15	7.41	7.50	7.74	7.97	7.90	7.95	£7,608,000
Navy Command	7.12	7.21	7.09	7.42	7.65	7.17	7.04	6.58	£1,856,000
Unallocated	~	~	~	~	~	~	~	~	£8,000
Industrial Total	9.80	9.62	9.84	9.95	10.20	9.98	9.47	9.20	£4,990,000
Joint Forces Command	7.92	7.50	7.01	7.95	7.86	7.93	8.33	8.02	£273,000
Defence Infrastructure Organisation	12.39	10.19	9.10	9.47	9.44	9.34	7.61	8.44	£110,000
Defence Equipment & Support	10.43	10.44	11.00	10.68	10.73	*	*	*	*
Head Office & Corporate Services	14.66	17.45	16.19	15.70	11.28	8.64	4.04	6.65	£143,000
Air Command	9.41	9.80	9.93	10.25	10.58	10.01	9.29	8.67	£1,134,000
Land Forces	9.79	9.43	9.81	9.89	10.14	10.29	10.00	9.86	£2,963,000
Navy Command	8.07	7.76	7.62	8.06	9.79	9.87	9.45	8.14	£367,000
Unallocated	-	-	-	-	-	-	-	-	-
Level 1 Total	7.62	7.58	7.74	8.01	8.14	8.36	8.07	7.80	£36,143,000
Trading Entity Industrial and Non-industrial personnel									
DE&S Trading Entity	*	*	*	*	*	6.96	6.95	6.53	£10,458,000
Trading Funds Industrial and Non-industrial personnel⁶									
Defence Science and Technology Laboratory	4.90	4.87	4.94	5.10	5.38	5.44	5.59	5.34	..
UK Hydrographic Office	7.12	6.83	6.77	6.53	7.43	7.15	7.32	7.18	..
Defence Support Group	8.89	8.70	8.61	8.21	*	*	*	*	*
Trading Fund Total	6.56	6.44	6.44	6.35	5.80	5.79	5.94	5.71	..
Level 0 Total	7.48	7.43	7.57	7.79	7.93	7.84	7.65	7.36	..

Source: Defence Statistics (Civilian)

- Figures exclude personnel classed as being on zero pay for any reason.
- Rates are calculated using absence days over a 13 month average FTE strength.
- Part time personnel are counted as a proportion of the hours worked.
- Absence days are working days lost with part time hours conversion where applicable.
- Costs are calculated using 2011/12 PAY, SCAPE and ERNIC data.
- Trading Fund personnel cannot be broken down by Industrial status.

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-14	30-Jun-14	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15
Non Industrial Total	57,180	56,370	56,830	57,700	57,750	42,810	41,170	38,950
Joint Forces Command ²	5,000	5,460	6,190	7,230	8,180	8,030	7,880	7,570
Defence Infrastructure Organisation	8,050	7,600	7,310	7,110	6,820	6,520	6,190	5,680
Defence Equipment & Support	16,040	15,490	15,120	14,740	13,790	*	*	*
Head Office & Corporate Services ²	11,370	11,260	11,360	11,450	11,440	11,120	10,560	10,120
Air Command	4,840	4,730	4,740	4,760	4,800	4,650	4,440	4,090
Land Forces	9,670	9,520	9,660	9,660	9,740	9,570	9,260	8,880
Navy Command	2,180	2,270	2,420	2,720	2,970	2,920	2,830	2,600
Unallocated	~	~	~	~	~	~	~	~
Industrial Total	10,070	9,780	9,820	9,730	9,660	6,820	6,470	6,020
Joint Forces Command ²	360	340	330	360	400	390	390	340
Defence Infrastructure Organisation	270	240	240	260	220	200	160	120
Defence Equipment & Support	2,780	2,700	2,740	2,700	2,670	*	*	*
Head Office & Corporate Services ²	220	220	220	200	200	250	210	350
Air Command	1,950	1,920	1,830	1,790	1,720	1,640	1,560	1,370
Land Forces	4,050	3,900	3,980	3,900	3,920	3,800	3,600	3,320
Navy Command	440	450	470	520	540	540	550	510
Unallocated	-	-	-	-	-	-	-	-
Level 1 Total	67,250	66,150	66,650	67,420	67,410	49,630	47,640	44,970
Trading Entity Industrial and Non-industrial personnel								
DE&S Trading Entity	*	*	*	*	*	16,060	15,130	13,540
Trading Funds Industrial and Non-industrial personnel³								
Defence Science and Technology Laboratory	5,410	5,320	5,290	5,470	5,600	5,620	5,660	5,540
UK Hydrographic Office	1,870	1,800	1,790	1,660	1,850	2,150	1,730	1,680
Defence Support Group	6,080	5,920	5,510	4,950	*	*	*	*
Trading Fund Total	13,360	13,040	12,590	12,080	7,450	7,770	7,390	7,210
Level 0 Total	80,540	79,190	79,240	79,500	74,870	73,460	70,170	65,720

Source: Defence Statistics (Civilian)

1. Figures exclude personnel classed as being on zero pay for any reason.

2. Joint Forces Command and Head Office & Corporate Service were established at 1 April 2012 and Joint Forces Command only reached full operating capacity at 1st April 2013. Where personnel have transferred into these TLB's their previous sickness absence records in former TLB's have also been transferred, so rates are not comparable.

3. Trading Fund personnel cannot be broken down by Industrial status.

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-14	30-Jun-14	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15
Non Industrial total	285,850	283,140	287,310	298,170	302,210	241,680	234,590	227,200
Joint Forces Command	24,710	26,220	28,750	33,460	38,540	38,570	37,940	36,610
Defence Infrastructure Organisation	41,190	38,880	37,350	38,560	37,590	36,530	34,800	33,070
Defence Equipment & Support	65,570	64,230	62,380	62,190	58,560	*	*	*
Head Office & Corporate Services	60,450	61,510	63,860	67,080	67,680	66,410	64,280	62,240
Air Command	25,990	25,390	26,160	26,550	26,970	26,820	25,100	23,640
Land Forces	56,840	54,780	56,010	56,000	57,220	58,670	57,980	58,030
Navy Command	11,070	12,000	12,640	14,220	15,550	14,650	14,430	13,570
Unallocated	~	~	~	~	~	~	~	~
Industrial total	73,900	72,260	73,530	73,660	74,630	57,520	53,790	51,670
Joint Forces Command	2,800	2,670	2,530	2,900	2,880	2,880	2,990	2,830
Defence Infrastructure Organisation	3,450	2,810	2,480	2,320	1,920	1,500	920	900
Defence Equipment & Support	16,360	16,250	16,830	16,060	15,900	*	*	*
Head Office & Corporate Services	1,030	1,230	1,150	1,110	870	1,000	640	1,370
Air Command	13,620	13,950	13,900	14,120	14,320	13,250	12,010	10,950
Land Forces	33,130	31,910	33,190	33,440	34,170	34,320	32,900	31,910
Navy Command	3,510	3,440	3,450	3,720	4,570	4,560	4,340	3,710
Unallocated	-	-	-	-	-	-	-	-
Level 1 total	359,750	355,410	360,830	371,840	376,830	299,200	288,380	278,870
Trading Entity Industrial and Non-industrial personnel								
DE&S Trading Entity	*	*	*	*	*	73,060	71,350	65,250
Trading Funds Industrial and Non-industrial personnel³								
Defence Science and Technology Laboratory	18,090	17,960	18,190	18,720	19,710	19,840	20,290	19,300
UK Hydrographic Office	7,220	6,800	6,600	6,240	6,960	6,610	6,680	6,460
Defence Support Group	21,330	20,840	20,570	19,660	*	*	*	*
Trading Fund total	46,640	45,600	45,370	44,620	26,670	26,450	26,970	25,760
Level 0 Total	406,390	401,010	406,200	416,460	403,500	398,710	386,700	369,880

Source: Defence Statistics (Civilian)

employee (working 50% of full time hours) is sick for 7 calendar

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

3. Trading Fund personnel cannot be broken down by Industrial status.

Table 4 : 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-14	30-Jun-14	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15
Non-industrial Total (All ICD 10 Codes)		285,850	283,140	287,310	298,170	302,210	241,680	234,590	227,200
ACI	Injury, poisoning and certain other consequences of external causes	20,450	20,460	20,600	20,440	22,250	18,420	18,240	17,960
BFO	Diseases of the blood forming organs and certain disorders....	1,840	1,800	1,650	1,790	2,050	1,710	1,860	2,070
CIR	Diseases of the circulatory system	11,730	10,750	11,430	12,750	13,120	10,020	8,740	8,100
DDS	Diseases of the digestive system	22,050	21,400	21,660	22,400	21,160	15,250	14,440	14,070
DEM	Diseases of the ear and mastoid process	2,750	2,790	2,600	2,760	3,040	2,180	2,200	2,170
DEY	Diseases of the eye and adnexa	2,880	2,880	2,820	2,610	2,640	2,330	2,570	3,030
DGY	Diseases of the genito-urinary system	9,950	10,000	11,110	12,220	12,800	11,440	10,740	10,810
DRS	Diseases of the respiratory system	31,840	30,620	30,430	32,230	34,820	26,290	25,880	24,550
EMN	Endocrine, nutritional and metabolic diseases	2,220	2,160	1,800	2,290	2,490	2,060	2,210	1,810
IPO	Certain infectious and parasitic diseases	23,030	22,760	23,610	24,770	25,170	19,010	18,810	18,700
MSD	Diseases of the musculoskeletal system and connective tissue	47,190	47,560	48,670	51,330	51,510	45,210	43,680	43,070
NGB	Neoplasms	11,090	12,260	12,420	12,870	13,160	11,670	11,650	10,450
NSS	Diseases of the nervous system	10,870	11,040	10,840	11,450	11,240	8,880	8,980	8,860
OPP	Factors influencing health status and contact with health service	15,840	14,640	13,810	11,880	9,520	6,060	4,140	1,960
PCP	Pregnancy, childbirth and the puerperium	3,090	2,980	3,120	2,840	2,990	2,010	2,260	2,640
PSD	Mental and behavioural disorders	62,900	63,910	65,030	67,630	68,290	53,550	52,750	51,200
SCO	Diseases of the skin and subcutaneous tissue	1,890	1,870	2,160	2,140	2,170	1,890	1,820	2,060
SID	Cause of Absence Not Yet Known	4,250	3,270	3,560	3,790	3,800	3,700	3,640	3,700

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

Chart to Table 4 : The total number of working days lost due to sickness absence by ICD code for Non-Industrial Civilian Personnel

ACI	Injury, poisoning and certain other consequences of external causes	BFO	Diseases of the blood forming organs and certain disorders....
CIR	Diseases of the circulatory system	DEY	Diseases of the eye and adnexa
DDS	Diseases of the digestive system	DEM	Diseases of the ear and mastoid process
DGY	Diseases of the genito-urinary system	EMN	Endocrine, nutritional and metabolic diseases
DRS	Diseases of the respiratory system	PCP	Pregnancy, childbirth and the puerperium
IPO	Certain infectious and parasitic diseases	SCO	Diseases of the skin and subcutaneous tissue
MSD	Diseases of the musculoskeletal system and connective tissue		
NGB	Neoplasms		
NSS	Diseases of the nervous system		
OPP	Factors influencing health status and contact with health service		
PSD	Mental and behavioural disorders		

"Others" includes any ICD-10 code where the number of days is less than 5,000

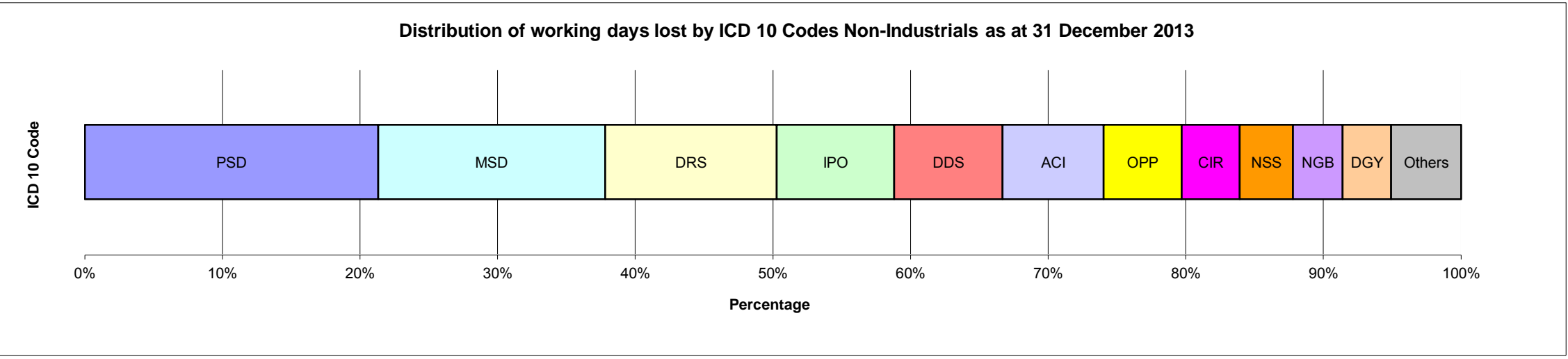
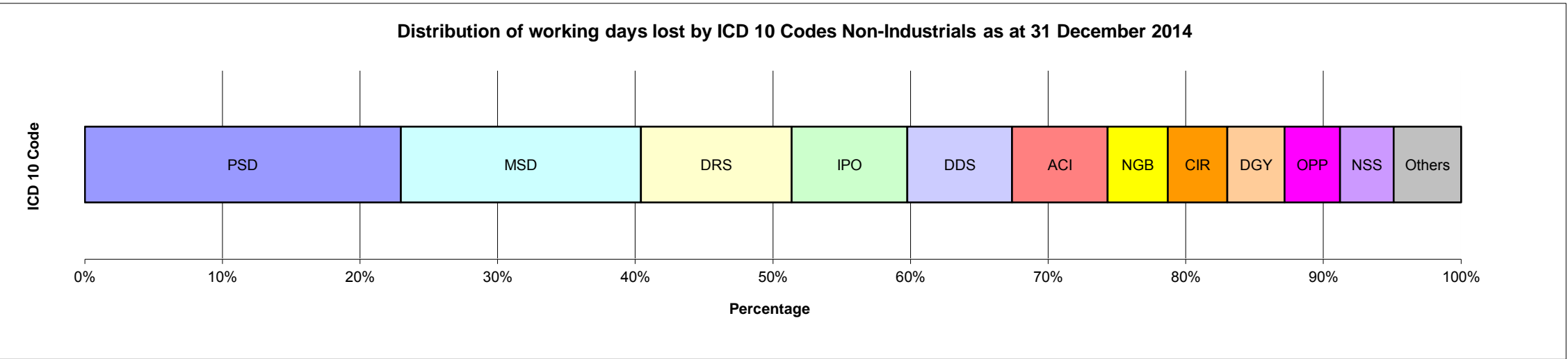
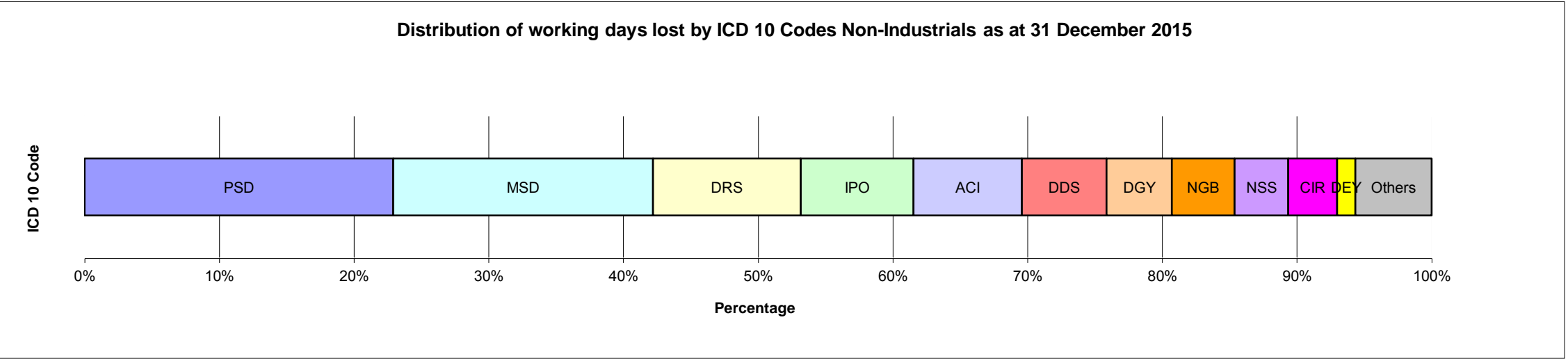


Table 5 : The total number of working days lost due to sickness absence by ICD code for Industrial Civilian Personnel ^{1,2,3}

		12 Months Ending				12 Months Ending			
		31-Mar-14	30-Jun-14	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15
Industrial total (All ICD 10 Codes)		73,900	72,260	73,530	73,660	74,630	57,520	53,800	51,670
ACI	Injury, poisoning and certain other consequences of external causes	6,600	6,290	7,020	7,360	7,200	5,420	4,820	4,450
BFO	Diseases of the blood forming organs and certain disorders....	730	770	870	820	740	450	360	330
CIR	Diseases of the circulatory system	4,090	4,320	4,790	4,440	4,350	3,320	2,620	2,640
DDS	Diseases of the digestive system	5,190	4,820	4,720	4,750	4,080	2,760	2,710	2,460
DEM	Diseases of the ear and mastoid process	880	790	670	770	640	450	520	400
DEY	Diseases of the eye and adnexa	960	870	800	710	670	490	600	590
DGY	Diseases of the genito-urinary system	1,460	1,670	1,870	2,120	2,020	1,420	1,590	1,510
DRS	Diseases of the respiratory system	7,040	6,510	6,440	6,460	6,100	4,460	4,380	3,960
EMN	Endocrine, nutritional and metabolic diseases	300	260	320	410	600	250	350	500
IPO	Certain infectious and parasitic diseases	4,820	5,420	5,030	4,880	5,350	4,220	3,950	3,750
MSD	Diseases of the musculoskeletal system and connective tissue	17,760	17,750	17,940	18,380	19,210	15,900	14,910	14,750
NGB	Neoplasms	2,560	2,660	2,740	2,800	2,870	2,720	2,530	2,390
NSS	Diseases of the nervous system	1,910	1,590	1,680	1,870	1,760	1,360	1,520	1,410
OPP	Factors influencing health status and contact with health service	5,300	4,700	4,240	3,640	3,150	1,990	1,150	630
PCP	Pregnancy, childbirth and the puerperium	460	540	400	300	140	90	80	80
PSD	Mental and behavioural disorders	12,800	12,190	12,270	12,500	13,520	10,540	10,120	10,580
SCO	Diseases of the skin and subcutaneous tissue	300	350	440	520	610	420	640	660
SID	Cause of Absence Not Yet Known	720	750	1,260	950	1,610	1,280	950	610

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 for 31 March 08 onwards exclude absences where a person is classed as being on zero pay.

3. 1 day OPP Hospital Appointments have been excluded

Chart to Table 5 : The total number of working days lost due to sickness absence by ICD code for Industrial Civilian Personnel

ACI Injury, poisoning and certain other consequences of external causes
CIR Diseases of the circulatory system
DDS Diseases of the digestive system
DGY Diseases of the genito-urinary system
DRS Diseases of the respiratory system
IPO Certain infectious and parasitic diseases
MSD Diseases of the musculoskeletal system and connective tissue
NGB Neoplasms
NSS Diseases of the nervous system
OPP Factors influencing health status and contact with health service
PSD Mental and behavioural disorders

BFO Diseases of the blood forming organs and certain disorders....
DEY Diseases of the eye and adnexa
DEM Diseases of the ear and mastoid process
EMN Endocrine, nutritional and metabolic diseases
PCP Pregnancy, childbirth and the puerperium
SCO Diseases of the skin and subcutaneous tissue

"Others" includes any ICD-10 code where the number of days is less than 2,500

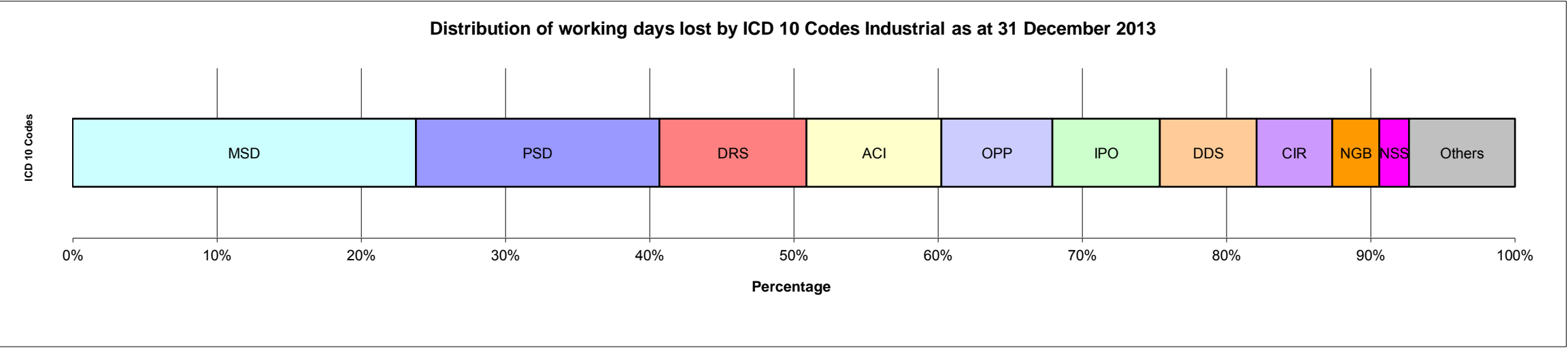
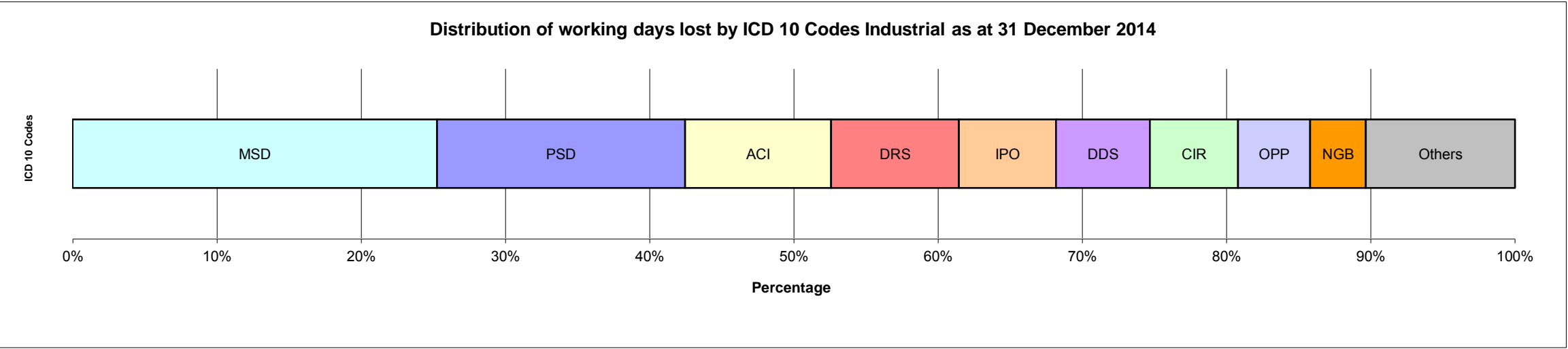
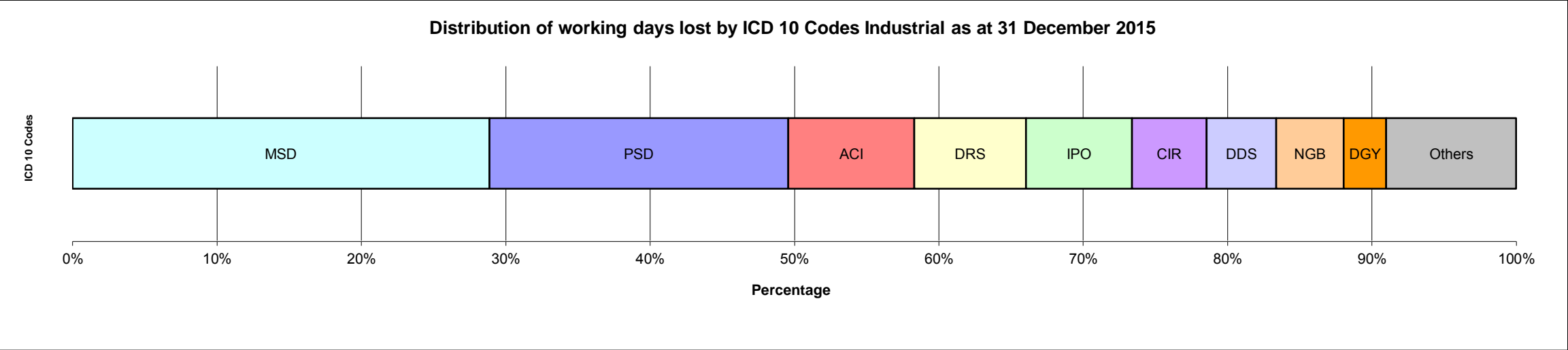


Table 6 : The total number of working days lost due to sickness absence by ICD code for Trading Fund Civilian Personnel ^{1,2,3}

		12 Months Ending				12 Months Ending			
		31-Mar-14	30-Jun-14	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15
Trading Fund personnel (All ICD 10 Codes)		46,640	45,600	45,370	44,620	26,670	26,450	26,960	25,760
ACI	Injury, poisoning and certain other consequences of external causes	2,590	2,780	3,060	2,870	1,130	1,450	1,260	1,360
BFO	Diseases of the blood forming organs and certain disorders....	210	290	220	240	90	~	80	160
CIR	Diseases of the circulatory system	920	970	830	830	330	370	750	610
DDS	Diseases of the digestive system	3,740	3,350	3,210	2,920	1,650	1,660	1,660	1,660
DEM	Diseases of the ear and mastoid process	270	280	260	290	170	160	160	130
DEY	Diseases of the eye and adnexa	310	300	250	400	240	330	260	230
DGY	Diseases of the genito-urinary system	660	520	480	530	370	520	570	470
DRS	Diseases of the respiratory system	6,760	6,750	6,870	6,780	5,740	5,820	5,770	5,410
EMN	Endocrine, nutritional and metabolic diseases	140	200	290	430	220	250	230	140
IPO	Certain infectious and parasitic diseases	3,620	3,770	3,990	4,470	3,600	3,400	3,490	3,090
MSD	Diseases of the musculoskeletal system and connective tissue	7,480	6,950	6,480	6,220	2,490	2,390	2,090	2,060
NGB	Neoplasms	720	640	580	450	570	560	600	430
NSS	Diseases of the nervous system	1,730	1,570	1,530	1,480	1,070	980	1,030	1,260
OPP	Factors influencing health status and contact with health service	4,090	4,010	4,300	4,290	2,690	2,500	2,540	2,410
PCP	Pregnancy, childbirth and the puerperium	180	190	340	380	320	240	130	100
PSD	Mental and behavioural disorders	8,330	8,740	8,710	8,890	5,260	4,910	5,750	5,420
SCO	Diseases of the skin and subcutaneous tissue	520	470	420	390	160	140	80	50
SID	Cause of Absence Not Yet Known	4,380	3,840	3,550	2,750	560	750	520	790

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 for 31 March 08 onwards exclude absences where a person is classed as being on zero pay.

3. 1 day OPP Hospital Appointments have been excluded

Chart to Table 6 : The total number of working days lost due to sickness absence by ICD code for Trading Fund Civilian Personnel

ACI	Injury, poisoning and certain other consequences of external causes	BFO	Diseases of the blood forming organs and certain disorders....
CIR	Diseases of the circulatory system	DEY	Diseases of the eye and adnexa
DDS	Diseases of the digestive system	DEM	Diseases of the ear and mastoid process
DGY	Diseases of the genito-urinary system	EMN	Endocrine, nutritional and metabolic diseases
DRS	Diseases of the respiratory system	PCP	Pregnancy, childbirth and the puerperium
IPO	Certain infectious and parasitic diseases	SCO	Diseases of the skin and subcutaneous tissue
MSD	Diseases of the musculoskeletal system and connective tissue		
NGB	Neoplasms		
NSS	Diseases of the nervous system		
OPP	Factors influencing health status and contact with health service		
PSD	Mental and behavioural disorders		

"Others" includes any ICD-10 code where the number of days is less than 1,300

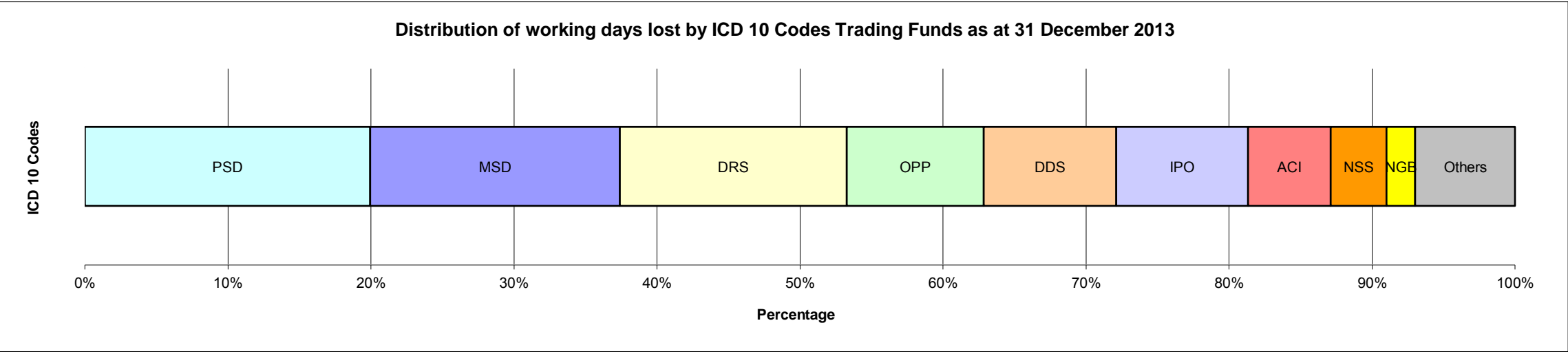
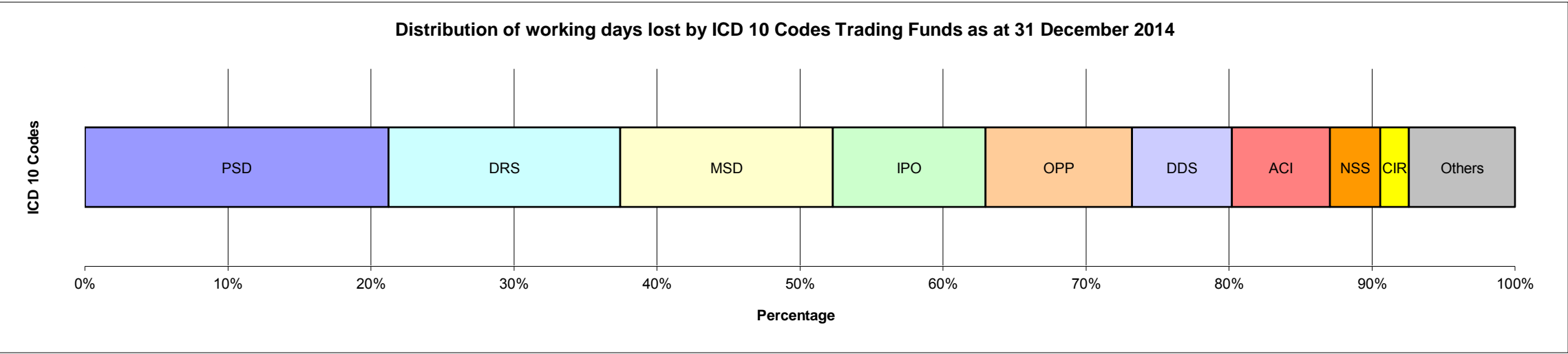
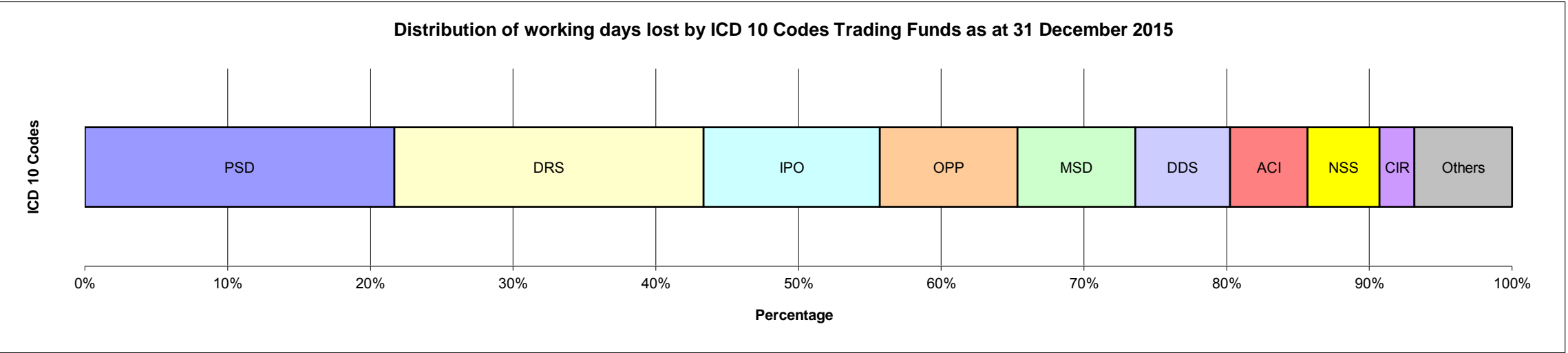


Table 7 : The total number of working days lost due to sickness absence by ICD code for Trading Fund Civilian Personnel ^{1,2,3}

		12 Months Ending				12 Months Ending			
		31-Mar-14	30-Jun-14	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15
Trading Fund personnel (All ICD 10 Codes)		*	*	*	*	*	73,060	71,350	25,760
ACI	Injury, poisoning and certain other consequences of external causes	*	*	*	*	*	5,330	5,080	1,410
BFO	Diseases of the blood forming organs and certain disorders....	*	*	*	*	*	480	370	160
CIR	Diseases of the circulatory system	*	*	*	*	*	2,820	2,680	630
DDS	Diseases of the digestive system	*	*	*	*	*	6,100	5,340	1,720
DEM	Diseases of the ear and mastoid process	*	*	*	*	*	1,020	980	130
DEY	Diseases of the eye and adnexa	*	*	*	*	*	830	750	240
DGY	Diseases of the genito-urinary system	*	*	*	*	*	2,590	2,740	490
DRS	Diseases of the respiratory system	*	*	*	*	*	10,400	10,160	5,600
EMN	Endocrine, nutritional and metabolic diseases	*	*	*	*	*	930	820	140
IPO	Certain infectious and parasitic diseases	*	*	*	*	*	6,570	6,660	3,200
MSD	Diseases of the musculoskeletal system and connective tissue	*	*	*	*	*	9,790	9,550	2,130
NGB	Neoplasms	*	*	*	*	*	2,920	2,390	440
NSS	Diseases of the nervous system	*	*	*	*	*	2,880	3,360	1,300
OPP	Factors influencing health status and contact with health service	*	*	*	*	*	1,240	840	2,500
PCP	Pregnancy, childbirth and the puerperium	*	*	*	*	*	1,010	1,270	100
PSD	Mental and behavioural disorders	*	*	*	*	*	16,910	16,790	4,700
SCO	Diseases of the skin and subcutaneous tissue	*	*	*	*	*	450	420	50
SID	Cause of Absence Not Yet Known	*	*	*	*	*	770	1,160	820

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 for 31 March 08 onwards exclude absences where a person is classed as being on zero pay.

3. 1 day OPP Hospital Appointments have been excluded

Glossary of Terms and Abbreviations

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 ongoing 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: The Dstl is a MOD Trading Fund created on 1 July 2001. 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-10 International Statistical Classification of Diseases and Health-related Problems, 10th revision. 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. Until October 2011 the MOD had four Trading Funds - the Defence Support Group, Dstl, the UK Hydrographic Office and the Met Office. As of 1 October 2011, the Met Office transferred their responsibility from MOD to the Department for Business, Information and Skills (BIS).

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.