



## Defence Business Services

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Ref: FOI2023/08889

24 August 2023

Dear [REDACTED]

Thank you for your email of 17 July 2023 to the Ministry of Defence (MOD) requesting the following information:

*"I know that departments keep accurate Average Working Days Lost (AWDL) figures for sick absence and have done so for many years; further these figures are broken down by grade.*

*Therefore, on or as close as possible to 31 March, I would like the AWDL figures for AAs, AOs, EOs, HEOs, SEOs, Grade 7s and 6s for the calendar years; 2018, 2019, 2020, 2021, 2022 and 2023. Please note I am only looking for the figures of civilian civil servants".*

I am treating your correspondence as a request under the Freedom of Information Act (FOIA) 2000. I apologise that this information has not been provided within the timescale.

A search for the information has now been completed within the Ministry of Defence and I can confirm that all of the information in scope of your request is held and is presented in the table below.

<b>Civil Service Grade</b>	<b>1 April 17-31 Mar 18</b>	<b>1 Apr 18- 31 Mar 19</b>	<b>1 Apr 19- 31 Mar 20</b>	<b>1 Apr 20- 31 Mar 21</b>	<b>1 Apr 21- 31 Mar 22</b>	<b>1 Apr 22- 31 Mar 23</b>
Administrative Assistant	10.32	9.03	11.65	10.92	9.13	10.41
Administrative Officer	8.98	8.79	9.40	7.94	7.59	8.74
Executive Officer	7.53	7.49	7.98	5.80	5.65	6.83
Higher Executive Officer	6.49	5.91	6.52	5.06	5.06	5.93
Senior Executive Officer	5.40	4.79	5.47	4.26	4.07	5.36
Grade 7	4.70	4.18	4.41	4.60	4.33	5.30
Grade 6	2.60	2.11	3.31	2.80	2.67	3.55

Please note that all data in the above table refers to Ministry of Defence (MOD) civilian personnel only. Data includes MOD Main personnel and the trading funds and executive agencies. It excludes the Royal Fleet Auxiliary and locally engaged civilians for whom no data is available.

Civilian personnel data includes all personnel employed during the time periods stated. This is due to the way in which Cabinet Office uses data to compare against other government departments. The time period is for a standard rolling 12 months so there is no seasonal bias.

The number of sickness days lost is for full time equivalent (FTE) working days using approved Cabinet Office methodology where weekends, leave periods and bank holidays are excluded from the calculation.

An example of FTE working days lost would be a part time employee (working 50% of full-time hours) is sick for seven calendar days, consequently this is five working days and then 2.5 FTE working days.

Average working days lost is calculated by taking the number of days lost and dividing by the number of MOD civilian sickness average working days lost (AWDL) by grade for the time periods requested is shown in the table below.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.gov.uk](mailto:CIO-FOI-IR@mod.gov.uk)). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,



Defence Business Services (Secretariat)