



**Ministry  
of Defence**

**Defence Business Services**  
Secretariat  
Room 6229  
Tomlinson House  
Norcross  
Thornton-Cleveleys  
FY5 3WP

Ref: FOI2024/12464

Email: [DBSRES-Secretariat@mod.gov.uk](mailto:DBSRES-Secretariat@mod.gov.uk)

[Redacted]

1 August 2024

Dear [Redacted]

Thank you for your email of 9 July 2024 to the Ministry of Defence (MOD) requesting the following information:

- “Please include the following information for the 2023/24 financial year*
- The number of employees taking more than seven days of absence without a fit note*
  - The total number of days lost in excess of the seven days. For example, if an individual has taken off 10 days without a fit note, then this would be 3 days in excess of the seven days*
- Please just provide the information for civilian employees.”*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

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

	<b>FY 2023/24</b>
<b>Number of employees taking more than seven days of absence without a fit note (recorded on the MOD HR system – known as MyHR).</b>	1,515
<b>Total number of (working) days lost in excess of the seven days for these employees.</b>	33,000

- The number of employees is a unique count of all MOD Civilian Employees who have a period of sick absence recorded on MyHR (whether open or closed) that commenced or rolled over into the time period between 1 April 2023 and 31 March 2024, where the duration is over seven calendar days and has no details of a Doctor’s medical certificate (Fit Note) recorded on MyHR for any date between the start and end of the absence recorded.
- The total number of (working) days lost in excess of the seven days is based on all periods of sick absence recorded in MyHR (whether open or closed) that commenced or rolled over into the time period between 1 April 2023 and 31 March 2024 where the duration is over seven calendar days and has no details of a Doctor’s medical

certificate (Fit Note) recorded on MyHR for any date between the start and end of the absence recorded. The figure reflects the sum of the number of scheduled working days lost over the fit note period. The days lost will exclude non-working days such as weekends, public holidays, and weekdays where an individual is not scheduled to work.

- Shift-workers (who account for 302 of the 1,515 of the individuals with no Fit Note) are identified on MyHR as working 12 hours each day Monday to Friday, they will therefore have an artificially inflated number of scheduled days assigned to them. Unfortunately, we cannot identify the non-working days for each instance of absence incurred by these shift-workers.
- The data used to produce these figures was taken as of 31 March 2024. It will not include any absences that were reported retrospectively i.e., input onto the HR system after 31 March 2024 but were within the period being asked about.
- The data has been obtained from the MyHR system and the figures above include MOD Main, the Submarine Delivery Agency and Defence Equipment & Support but will not include organisations in the MOD who do not use the MyHR system, such as the Royal Fleet Auxiliary, Agencies and Arm's Length Bodies.
- The data is for MOD Civilian Core Workforce only.

Under Section 16 of the FOIA (Advice and Assistance), you may find it helpful to know that as explained above, the data provided is what is recorded on MyHR for fit notes, and that is not the same as not having a fit note. I can confirm that it is only possible to identify the number of fit notes submitted manually by cross-referencing the personnel file for each individual, to establish if a fit note is held on file. However, to do this would far exceed the cost limit of £600 in accordance with Section 12 of the FOIA 2000.

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)