

## Business Partner Absence Management Information Tool Guidance

This tool has been designed for use by Business Partners and should not be issued to anyone outside of HR unless the BP MI Report sheet is sent as a .pdf (please contact M&WFI for instructions).

All sections of the report exclude employees with an full time equivalent (FTE) of 0.00 (zero) unless otherwise stated. These employees are sometimes referred to as 'Casual' or 'As and When'.

Definitions		
Measure	Definition	Date Range of Data
Headcount	Headcount of all unique employees	29 November 2010
Position Count	Count of all positions currently filled (an employee can hold more than 1 position).	29 November 2010
FTE	Total FTE of all filled positions.	29 November 2010
Absence Rate - TM	Percentage of possible FTE calendar days lost to absence.	24 Oct 2010 - 23 Nov 2010
Absence Rate - Cost	Basic Paybill lost to sickness absence	24 Oct 2010 - 23 Nov 2010
FTE Days - CY	Average days absence per employee in the last calendar year. A working day is deemed Monday to Friday.	24 Nov 2009 - 23 Nov 2010
Average Absence Length	The average absence length based on FTE days.	24 Nov 2009 - 23 Nov 2010
3 Occasions of more	Percentage of current FTE who have had 3 or more occasions of absence in the last 12 months.	24 Nov 2009 - 23 Nov 2010
10 Calendar Days	Percentage of current FTE that have had in total 10 or more calendar days absent.	24 Nov 2009 - 23 Nov 2010
29 Calendar days or more	Percentage of current FTE with a current absence (no end date) that has lasted 29 calendar days or more	24 Nov 2009 - 23 Nov 2010
No Absence	Percentage of current headcount who have no recorded absence in the last 12 months.	24 Nov 2009 - 23 Nov 2010
Other/Unknown Absence - CY	Percentage of all absence in the last 12 months recorded as other or unknown.	24 Nov 2009 - 23 Nov 2010
Other/Unknown Absence - Cost	Basic pay lost to other or unknown absence	24 Nov 2009 - 23 Nov 2010
Absence Rate Chart Date Ranges	2007/08	1 April 07 to 31 March 08
	2008/09	1 April 08 to 31 March 09
	2009/10	1 April 09 to 31 March 10
	Qtr1	Average of absence rates reported in April, May and June.
	Qtr2	Average of absence rates reported in July, August, September
	Qtr3	Average of absence rates reported in October, November, December
	Qtr4	Average of absence rates reported in January, February, March
	YTD = Year to Date	Average of absence rates reported in April to December
Annual FTE Days (same as FTE days - CY)	Average days absence per employee in the last calendar year. A working day is deemed Monday to Friday.	
Annual FTE Days chart date ranges	2007/08	1 April 07 to 31 March 08
	2008/09	1 April 08 to 31 March 09
	2009/10	1 April 09 to 31 March 10
	Qtr1 - CY	1 July 09 to 30 June 10
	Qtr2 - CY	1 October 09 to 30 September 10
	Qtr3 - CY	1 January 10 to 31 December 10
	CY - Last 12 months	24 Nov 2009 - 23 Nov 2010
Long Term Absence Distribution chart date ranges	Percentage of total FTE calendar days lost to long term absence (more than or equal to 29 calendar days)	
	2007/08	1 April 07 to 31 March 08
	2008/09	1 April 08 to 31 March 09
	2009/10	1 April 09 to 31 March 10
	Qtr1 - CY	1 July 09 to 30 June 10
	Qtr2 - CY	1 October 09 to 30 September 10
	Qtr3 - CY	1 January 10 to 31 December 10
	CY - Last 12 months	24 Nov 2009 - 23 Nov 2010

Measure	Definition	Date Range of Data
Average Absence Length chart date ranges	2007/08	1 April 07 to 31 March 08
	2008/09	1 April 08 to 31 March 09
	2009/10	1 April 09 to 31 March 10
	Qtr1 - CY	1 July 09 to 30 June 10
	Qtr2 - CY	1 October 09 to 30 September 10
	Qtr3 - CY	1 January 10 to 31 December 10
	CY - Last 12 months	24 Nov 2009 - 23 Nov 2010
Data Quality Other/Unknown chart date ranges	2007/08	1 April 07 to 31 March 08
	2008/09	1 April 08 to 31 March 09
	2009/10	1 April 09 to 31 March 10
	Qtr1 - CY	1 July 09 to 30 June 10
	Qtr2 - CY	1 October 09 to 30 September 10
	Qtr3 - CY	1 January 10 to 31 December 10
	CY - Last 12 months	24 Nov 2009 - 23 Nov 2010
Annual FTE Days Benchmark	Best Value Performance Indicator 12 for 2008/09 is used to measure quartile performance not currently available from DLA Piper	
Long Term Absence Distribution Benchmark	Benchmarked against DLA Piper HR Benchmark 2009	
Average Absence Length Benchmark	Benchmarked against DLA Piper HR Benchmark 2009	
Training - Attendees	Number of employees that attended the Absence Management training	1 April to 30 April 10
Training - Cancellations	Number of employees that where due to attend the Absence Management training but cancelled	1 April to 30 April 10
Absence Management training	Includes Improving Capability, Managing Grievances, Attendance Management and Managing the Disciplinary Process	
Frontline	Position delivers a service to the <u>public</u> on a daily basis. Frontline should take precedence over managerial i.e. if a positions manages and serves the public on a daily basis the role should be frontline.	
Support	Clerical, admin, HR, Finance type roles	
Managerial	Any position that has management responsibilities (please do not place positions in this category based on grade alone)	
Reasons for Absence (date ranges)	2007/08	1 April 07 to 31 March 08
	2008/09	1 April 08 to 31 March 09
	2009/10	1 April 09 to 31 March 10
	Qtr1 - CY	1 July 09 to 30 June 10
	Qtr2 - CY	1 October 09 to 30 September 10
	Qtr3 - CY	1 January 10 to 31 December 10
	CY - Last 12 months	24 Nov 2009 - 23 Nov 2010
Reasons for Absence Trend (percentage of total time lost)	The percentage of total time lost to each absence reason	24 Nov 2009 - 23 Nov 2010
Reasons for Absence Trend (percentage of total occurrences)	The percentage of total occurrences by absence reason	24 Nov 2009 - 23 Nov 2010
Reasons for Absence Percentage of Current Employee Headcount	Percentage of current employees to have been absent from work due to one of the absence reasons shown in the last 12 months. An employee is counted once for each absence reason reported, meaning the percentages will not add up to 100%.	24 Nov 2009 - 23 Nov 2010