

% of Working Days Lost

This shows the % of working days lost due to absence per week since 02.03.2020 until 14.06.2020.

% of working days lost calculation per week = number of days lost / (average FTE of staff x 5)
 Over the period the average FTE for SE was 1038.46. There were an average of 1130 staff employed (excluding FCO and Overseas local hires)

<u>Week Commencing</u>	<u>Suspected Covid 19 Sick Days lost</u>	<u>Other Sick Days Lost</u>	<u>Holiday Days Lost</u>	<u>Maternity & Paternity</u>	<u>Other (Special leave)</u>
02/03/2020	0.0%	3.5%	8.4%	1.3%	0.2%
09/03/2020	0.1%	3.8%	7.9%	1.3%	0.1%
16/03/2020	0.4%	2.7%	6.9%	1.2%	0.2%
23/03/2020	0.5%	2.6%	5.4%	1.2%	0.0%
30/03/2020	0.4%	2.3%	4.4%	1.2%	0.2%
06/04/2020	0.3%	1.8%	21.0%	1.4%	0.1%
13/04/2020	0.3%	1.5%	23.9%	1.5%	0.1%
20/04/2020	0.3%	1.6%	7.7%	1.4%	0.1%
27/04/2020	0.3%	1.5%	6.9%	1.4%	0.3%
04/05/2020	0.3%	1.6%	11.6%	1.5%	0.1%
11/05/2020	0.3%	1.8%	6.9%	1.6%	0.2%
18/05/2020	0.0%	1.7%	9.0%	1.6%	0.5%
25/05/2020	0.0%	1.6%	12.9%	1.5%	0.5%
01/06/2020	0.0%	1.6%	10.2%	1.5%	0.3%
08/06/2020	0.0%	1.6%	8.4%	1.6%	0.4%

Actual Days Lost

The table below shows the actual number of days lost per absence instance for each week since 02.03.2020. In an average week there is a possible 5192.3 working days.

<u>W/C</u>	<u>Suspected Covid 19 Sick Days lost</u>	<u>Other Sick Days Lost</u>	<u>Holiday Days Lost</u>	<u>Maternity & Paternity</u>	<u>Other (Special leave)</u>
02/03/2020	0	182	435	65	12.5
09/03/2020	7	196	408.44	65	6.5
16/03/2020	23	142.5	360.5	62	8
23/03/2020	23.5	136	281	61	2
30/03/2020	19	118.5	231	64	11.5
06/04/2020	16	96	1092.5	73	4.5
13/04/2020	18	77	1239.5	77	3
20/04/2020	15	84	399.5	72	7
27/04/2020	13.5	77.5	357	72	17
04/05/2020	16	81	600.93	77	7
11/05/2020	15	93.5	358	85	10.5
18/05/2020	0.5	88.5	465.5	82	24.32
25/05/2020	0	81.5	669.36	77	24.5
01/06/2020	0	83.5	527.5	77	15
08/06/2020	0	81	435.5	81	19

Things to note –

- Absence covers staff on UK terms and conditions only; Overseas local hires are excluded as they record their absence locally of system.
- The 'Other (special leave)' group covers all special leave instances including, Bereavement, Volunteering leave, Dependant Leave and Special Leave.
- The spikes in % of days lost for Annual leave in the weeks commencing 06.04, 13.04, 04.05 & 25.05 were due to public and school holidays.