



C A M S

# ABSENTEEISM MANAGEMENT REPORT



AMR™

**Sample Company**

**For the attention of:  
HR Manager**

**Reporting Period: 01/01/2007 - 31/12/2007**

*The content of the Absenteeism Management Report (AMR™) is intended solely for the internal use by management and approved staff of Sample Company. The information contained herein is of a confidential nature and should not be copied or disseminated to any third parties without the express consent of CAM Solutions. CAM Solutions will not be held liable for the misuse of this information by Sample Company or any third party. For purposes of clarity of information, information on the diagnosis of illness has been included on the assumption that on handing over the sick certificate to the employer, the employee is imparting this information to the employer with his consent.*

# **Summary of Absenteeism Statistics**

1. Key information - an executive summary
2. Distribution of absenteeism - by duration of incidence
- 3.a Distribution of different leave types
- 3.b Nature of sick leave - by diagnosis (cause of absence)
- 3.c Nature of short-term sick leave - by diagnosis (cause of absence)
- 3.d Nature of longer-term sick leave - by diagnosis (cause of absence)
- 4.a Primary classification and analysis of top three
- 4.b Secondary classification and analysis of top three
- 4.c Third classification and analysis of top three
- 4.d Fourth classification and analysis of top three *(Not Selected)*
- 4.e Fifth classification and analysis of top three *(Not Selected)*
5. Employee analysis by age and gender
6. Income analysis
7. Member absenteeism summary
8. Membership movement analysis
9. Initial day of absenteeism - compared to the norm
10. Absenteeism per day of the week - compared to the norm
11. Overall employer absenteeism profile - different indicators are compared to the norm
12. Absenteeism rate vs proportion of short-term claims - compared to the norm
13. Monthly absenteeism trend - displays history and seasonality
14. Unplanned Incidents vs Return-to-work

*Please note, CAMS compares various absenteeism statistics and ratios to norms. The norms are derived using the data from CAM Solutions, a company specialising in collating and analysing of absenteeism and health data and norms. Norms do not necessarily reflect ideal ratios in other industries or provinces and should be considered only as a reference guide.*

*Specific industry or regional benchmarks can be included on request.*

## 1. Key Information

Description		Value	Note
Average Direct Cost per Incident	R	753.73	(a)
Average Number of Days Absent per Incident		2.33	
Average Direct Cost per Day Claimed	R	323.92	(b)
Average Daily Rate of Earnings per Exposed Employee	R	422.32	
Total Employees Beginning of Period		969	
Total Employees End of Period		983	
Total Weighted Average Employee Exposure		983	(c)
Total Employees Exposed During Period		986	(d)
Total Employees Not Claiming Benefits		145	14.8 % of average number of employees
Incidence Rate per Employee		2.70	(e)
Incidence Rate per Claimant		3.16	(f)
Total Earnings in Period	R	108,346,172	(g)
Total Earnings of all active Employees at end of Period	R	108,315,882	(h)
Total Working Days in Period (assuming a 5 day working week)		250	excludes public holidays
Total Employee Days in Period		245,749	(i)
Short-term Incidents to Total Incidents Ratio		67.0 %	(j)
Absenteeism Rate		2.51 %	(k)
Direct Cost of Absenteeism		1.85 %	(l)

- (a) This is the average cost each time an employee is off on unplanned leave. Indirect costs associated with this absence can increase this figure by up to a factor of 4.
- (b) Similar to (a) above, this is the average cost per unplanned leave day taken.
- (c) This takes into account the proportion of the period in employment by new entrants and withdrawals.
- (d) This takes into account the number of employees that were exposed for any part of the period.
- (e) The average number of incidents per weighted average exposed employee ie. how many times each employee took unplanned leave on average during the period.
- (f) Since certain employees have not taken any unplanned leave during the period, it is interesting to compare the average number of times each claimant took unplanned leave to (e) above.
- (g) Total package paid to all exposed employees, during the review period.
- (h) Total annualised earnings for active employees at the end of the period.
- (i) The total number of days that each employee was expected to be at work, allowing for new entrants and withdrawals.
- (j) If this ratio is higher than 33 % - 36 %, it is likely that total absenteeism can be reduced.
- (k) Total number of days absent divided by the total number of days employees were expected to be at work.
- (l) Total direct cost of unplanned leave, expressed as a percentage of total earnings (g).

## **2. Distribution of Absenteeism**

This table summarises the distribution of absenteeism in the period between short-term and longer-term incidents.

Description	Ratio	Incidents	Days Absent	% Days	Direct Cost	% Cost
Leave Incidents: 1 Day or less		999	999	16.2 %	R 343,153	17.2 %
Leave Incidents: Between 1 and 2 days		892	1,784	28.9 %	R 558,380	27.9 %
Leave Incidents: Between 2 and 3 days		453	1,359	22.0 %	R 410,265	20.5 %
<b>Sub Total - Short-term Incidents</b>	<b>67.0 %</b>	<b>2,344</b>	<b>4,142</b>	<b>67.1 %</b>	<b>R 1,311,798</b>	<b>65.6 %</b>
Leave Incidents: Greater than 3 days		311	2,036	33.0 %	R 689,355	34.5 %
<b>Grand Total</b>		<b>2,655</b>	<b>6,178</b>	<b>100.0 %</b>	<b>R 2,001,152</b>	<b>100.0 %</b>

### **Scenario 1**

A 10% reduction in short-term incidents will reduce the absenteeism rate from 2.51 % to 2.34 % with a corresponding saving in direct cost of R 131,180 per annum.

### **Scenario 2**

A 10% reduction in total absenteeism will reduce the absenteeism rate from 2.51 % to 2.26 % with a corresponding saving in direct cost of R 200,115 per annum.

### **Realistic Scenario**

The ratio of short-term days to total days is 67.0 %. This means that the absenteeism rate of 2.51 % is made up of 1.68 % from short-term incidents and the balance of 0.83 % from long-term incidents.

Based on our experience, a suitable short-term absenteeism benchmark for your company is 1.02 % and that during the year ahead a reduction of 15 % in the absenteeism days from long-term incidents to 0.70 % is realistically achievable.

An improvement in absenteeism of this order implies a target absenteeism rate of 1.72 %, a reduction of 0.79 %

Assuming that the absenteeism leave benefits are paid in full, this equates to a total reduction of R 629,845 in direct costs plus potentially an additional R 1,259,689 of associated indirect costs.

The current situation and target have been plotted on the graph in section 14 for ease of reference.

### 3.a Distribution of different leave types

This table details the distribution of different leave types.

Leave Type	Incidents	Days Absent	% Days	Direct Cost	% Cost
Sick Leave	2,655	6,178	100.0 %	R 2,001,152	100.0 %
<b>Total</b>	<b>2,655</b>	<b>6,178</b>	<b>100.0 %</b>	<b>R 2,001,152</b>	<b>100.0 %</b>

### 3.b Nature of Sick Leave

This table details the distribution of diagnosis codes for all incidents of sick absenteeism.

If the percentage days absent for any diagnosis group exceeds, or is lower than the norm by more than 10%, this has been indicated. The percentage days absent norms are calculated using the CAM Solutions database for the corresponding period. There may be specific industry or geographic reasons that explain a distribution of diagnosis codes inconsistent with CAM Solutions norms.

Diagnosis Groups	High / Low Indicator	Incidents	Days Absent	% Days	Direct Cost	% Cost
Z - Unknown	Low	988	2,384	38.6 %	R 750,087	37.5 %
R - Respiratory	Low	522	1,142	18.5 %	R 393,735	19.7 %
D - Digestive		344	708	11.5 %	R 235,254	11.8 %
L - Musculoskeletal	Low	275	644	10.4 %	R 197,492	9.9 %
A - General / Unspecified		108	243	3.9 %	R 88,089	4.4 %
N - Neurological		105	201	3.3 %	R 62,980	3.2 %
P - Psychological	Low	68	195	3.2 %	R 50,315	2.5 %
F - Eye	High	42	134	2.2 %	R 50,170	2.5 %
K - Circulatory	Low	56	130	2.1 %	R 38,409	1.9 %
U - Urinary System	Low	39	100	1.6 %	R 30,286	1.5 %
W - Pregnancy / Childbearing / Family Planning	High	20	81	1.3 %	R 30,972	1.6 %
S - Skin	Low	25	54	0.9 %	R 18,856	0.9 %
T - Endocrine / Metabolic / Nutritional	Low	23	48	0.8 %	R 13,360	0.7 %
H - Ear	High	14	36	0.6 %	R 9,255	0.5 %
X - Female Genital System Including Breast	Low	17	35	0.6 %	R 9,649	0.5 %
B - Blood / Blood Forming Organs/ Immune Mechanism	Low	6	29	0.5 %	R 17,357	0.9 %
Y - Male Genital System Including Breast	Low	2	9	0.2 %	R 3,925	0.2 %
Z - Social Problems	Low	1	5	0.1 %	R 963	0.1 %
<b>Total</b>		<b>2,655</b>	<b>6,178</b>	<b>100.0 %</b>	<b>R 2,001,152</b>	<b>100.0 %</b>

### 3.c Nature of Short-term Sick Leave

This table details the distribution of diagnosis codes for all incidents of sick absenteeism of 3 days or less in the period.

If the percentage days absent for any diagnosis group exceeds, or is lower than the norm by more than 10%, this has been indicated. The percentage days absent norms are calculated using the CAM Solutions database for the corresponding period. There may be specific industry or geographic reasons that explain a distribution of diagnosis codes inconsistent with CAM Solutions norms.

Diagnosis Groups	High / Low Indicator	Incidents	Days Absent	% Days	Direct Cost	% Cost
Z - Unknown	High	875	1,531	37.0 %	R 469,742	35.8 %
R - Respiratory	High	475	933	22.5 %	R 316,378	24.1 %
D - Digestive	High	311	513	12.4 %	R 173,796	13.3 %
L - Musculoskeletal		240	421	10.2 %	R 125,212	9.6 %
N - Neurological	High	95	150	3.6 %	R 47,529	3.6 %
A - General / Unspecified	High	96	143	3.5 %	R 47,497	3.6 %
P - Psychological	High	55	113	2.7 %	R 29,326	2.2 %
K - Circulatory		50	89	2.2 %	R 25,884	2.0 %
F - Eye	High	30	55	1.3 %	R 18,247	1.4 %
U - Urinary System	High	30	52	1.3 %	R 15,153	1.2 %
T - Endocrine / Metabolic / Nutritional		20	35	0.9 %	R 10,175	0.8 %
S - Skin	Low	21	32	0.8 %	R 11,184	0.9 %
X - Female Genital System Including Breast	Low	15	25	0.6 %	R 6,493	0.5 %
W - Pregnancy / Childbearing / Family Planning	High	14	19	0.5 %	R 6,674	0.5 %
H - Ear		11	17	0.4 %	R 4,390	0.3 %
B - Blood / Blood Forming Organs/ Immune Mechanism	Low	5	12	0.3 %	R 3,243	0.3 %
Y - Male Genital System Including Breast	Low	1	2	0.1 %	R 872	0.1 %
<b>Total</b>		<b>2,344</b>	<b>4,142</b>	<b>100.0 %</b>	<b>R 1,311,798</b>	<b>100.0 %</b>

### 3.d Nature of Longer-term Sick Leave

This table details the distribution of diagnosis codes for all incidents of sick absenteeism of more than 3 days in the period.

If the percentage days absent for any diagnosis group exceeds, or is lower than the norm by more than 10%, this has been indicated. The percentage days absent norms are calculated using the CAM Solutions database for the corresponding period. There may be specific industry or geographic reasons that explain a distribution of diagnosis codes inconsistent with CAM Solutions norms.

Diagnosis Groups	High / Low Indicator	Incidents	Days Absent	% Days	Direct Cost	% Cost
Z - Unknown	Low	113	853	41.9 %	R 280,344	40.7 %
L - Musculoskeletal		35	223	11.0 %	R 72,279	10.5 %
R - Respiratory		47	209	10.3 %	R 77,357	11.2 %
D - Digestive	High	33	195	9.6 %	R 61,458	8.9 %
A - General / Unspecified	High	12	100	4.9 %	R 40,592	5.9 %
P - Psychological		13	82	4.0 %	R 20,988	3.0 %
F - Eye	High	12	79	3.9 %	R 31,923	4.6 %
W - Pregnancy / Childbearing / Family Planning	High	6	62	3.1 %	R 24,298	3.5 %
N - Neurological		10	51	2.5 %	R 15,451	2.2 %
U - Urinary System	High	9	48	2.4 %	R 15,133	2.2 %
K - Circulatory		6	41	2.0 %	R 12,525	1.8 %
S - Skin	Low	4	22	1.1 %	R 7,672	1.1 %
H - Ear	High	3	19	0.9 %	R 4,864	0.7 %
B - Blood / Blood Forming Organs/ Immune Mechanism	High	1	17	0.8 %	R 14,114	2.1 %
T - Endocrine / Metabolic / Nutritional	Low	3	13	0.6 %	R 3,185	0.5 %
X - Female Genital System Including Breast	Low	2	10	0.5 %	R 3,156	0.5 %
Y - Male Genital System Including Breast	Low	1	7	0.3 %	R 3,053	0.4 %
Z - Social Problems	Low	1	5	0.3 %	R 963	0.1 %
<b>Total</b>		<b>311</b>	<b>2,036</b>	<b>100.0 %</b>	<b>R 689,355</b>	<b>100.0 %</b>

## 4.a Primary Classification

This table details the distribution of absenteeism by specific grouping in the company. Smaller or similar groups may have been combined.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

Classification	Exposed Employees	Absenteeism Rate	Incidents	Days Absent	Average Duration	Direct Cost	Absenteeism Cost %
Classification 1-059	75	2.45 %	218	459	2.1	R 168,152	2.26 %
Classification 1-039	63	2.80 %	188	441	2.3	R 100,219	2.41 %
Classification 1-026	55	3.05 %	144	420	2.9	R 117,087	2.62 %
Classification 1-048	38	3.68 %	130	350	2.7	R 86,334	3.24 %
Classification 1-043	35	3.76 %	143	329	2.3	R 82,256	3.54 %
Classification 1-025	43	2.88 %	122	310	2.5	R 100,339	2.76 %
Classification 1-009	28	3.19 %	117	216	1.8	R 81,109	2.96 %
Classification 1-044	19	4.17 %	86	198	2.3	R 45,264	3.77 %
Classification 1-092	52	1.52 %	111	197	1.8	R 84,475	1.18 %
Classification 1-033	29	2.55 %	80	185	2.3	R 47,024	2.12 %
Classification 1-027	20	3.60 %	56	180	3.2	R 43,850	2.84 %
Classification 1-049	21	3.14 %	71	165	2.3	R 46,625	2.75 %
Classification 1-022	22	2.85 %	63	157	2.5	R 39,335	2.37 %
Classification 1-070	37	1.67 %	79	154	1.9	R 69,508	1.39 %
Classification 1-057	19	3.20 %	62	152	2.5	R 46,433	2.89 %
Classification 1-085	14	3.70 %	59	129	2.2	R 29,682	2.72 %
Classification 1-041	10	4.96 %	44	124	2.8	R 27,239	4.29 %
Classification 1-040	15	3.25 %	58	122	2.1	R 26,965	2.99 %
Classification 1-038	19	2.43 %	47	115	2.4	R 36,526	1.97 %
Classification 1-058	21	2.08 %	52	109	2.1	R 41,724	1.43 %
Classification 1-024	19	2.08 %	33	99	3.0	R 24,355	1.69 %
Classification 1-008	13	3.14 %	50	95	1.9	R 32,868	2.93 %
Classification 1-012	24	1.52 %	46	91	2.0	R 22,735	1.24 %
Classification 1-045	8	3.90 %	18	78	4.3	R 25,090	3.56 %
Classification 1-088	14	2.20 %	30	77	2.6	R 23,457	2.20 %
Classification 1-062	23	1.27 %	35	73	2.1	R 38,985	1.12 %
Classification 1-007	10	2.80 %	42	70	1.7	R 20,545	2.82 %
Classification 1-083	7	3.60 %	26	63	2.4	R 12,502	3.43 %
Classification 1-010	6	3.87 %	30	58	1.9	R 19,881	3.64 %
Classification 1-016	11	1.93 %	27	53	2.0	R 13,852	1.67 %
Classification 1-052	14	1.34 %	22	47	2.1	R 12,659	0.93 %
Classification 1-014	8	2.60 %	23	46	2.0	R 16,076	2.39 %

## 4.a Analysis of Top Three

This table shows the top three initial groups for the period selected by days absent split between short-term and longer-term claims.

NB. The respective ratios of short-term claims to total claims. Refer to note (i) on page 3.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

Classification	Description	Absenteeism			Direct Cost	
		Ratio	Rate	Incidents		
Classification 1-059						
	Sick Leave : 1 Day or less			109.00	109	R 40,463
	Sick Leave : Between 1 and 2 days			74.00	148	R 53,999
	Sick Leave : Between 2 and 3 days			39.00	117	R 44,296
	<b>Sub Total - Short-term Claims</b>	<b>71.4 %</b>		<b>222</b>	<b>374</b>	<b>R 138,758</b>
	Sick Leave : Greater than 3 days			24.00	150	R 54,964
<b>Sub Total</b>	<b>Absenteeism Rate</b>		<b>2.80 %</b>	<b>246</b>	<b>524</b>	<b>R 193,722</b>
Classification 1-039						
	Sick Leave : 1 Day or less			70.00	70	R 16,845
	Sick Leave : Between 1 and 2 days			65.00	130	R 29,999
	Sick Leave : Between 2 and 3 days			29.00	87	R 18,838
	<b>Sub Total - Short-term Claims</b>	<b>64.6 %</b>		<b>164</b>	<b>287</b>	<b>R 65,682</b>
	Sick Leave : Greater than 3 days			26.00	157	R 35,322
<b>Sub Total</b>	<b>Absenteeism Rate</b>		<b>2.82 %</b>	<b>190</b>	<b>444</b>	<b>R 101,004</b>
Classification 1-026						
	Sick Leave : 1 Day or less			40.00	40	R 11,590
	Sick Leave : Between 1 and 2 days			45.00	90	R 24,148
	Sick Leave : Between 2 and 3 days			41.00	123	R 34,349
	<b>Sub Total - Short-term Claims</b>	<b>59.7 %</b>		<b>126</b>	<b>253</b>	<b>R 70,087</b>
	Sick Leave : Greater than 3 days			21.00	171	R 48,152
<b>Sub Total</b>	<b>Absenteeism Rate</b>		<b>3.08 %</b>	<b>147</b>	<b>424</b>	<b>R 118,239</b>
<b>Top Three Total</b>				<b>583</b>	<b>1,392</b>	<b>R 412,966</b>

## 4.b Secondary Classification

This table details the distribution of absenteeism by specific grouping in the company. Smaller or similar groups may have been combined.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

Classification	Exposed Employees	Absenteeism Rate	Incidents	Days Absent	Average Duration	Direct Cost	Absenteeism Cost %
Classification 2-024	124	3.90 %	480	1,208	2.5	R 295,866	3.43 %
Classification 2-001	179	2.06 %	452	909	2.0	R 331,106	1.63 %
Classification 2-005	131	2.73 %	383	895	2.3	R 219,480	2.32 %
Classification 2-014	98	2.98 %	266	730	2.7	R 217,426	2.69 %
Classification 2-040	96	2.37 %	270	568	2.1	R 209,876	2.03 %
Classification 2-006	45	2.87 %	135	323	2.4	R 86,294	2.44 %
Classification 2-023	39	2.86 %	89	279	3.1	R 68,205	2.28 %
Classification 2-039	52	1.52 %	111	197	1.8	R 84,475	1.18 %
Classification 2-032	37	1.88 %	66	174	2.6	R 63,276	1.79 %
Classification 2-022	26	2.55 %	75	166	2.2	R 42,823	1.94 %
Classification 2-030	37	1.67 %	79	154	1.9	R 69,508	1.39 %
Classification 2-044	28	1.16 %	42	81	1.9	R 42,861	1.04 %
Classification 2-027	11	1.35 %	11	37	3.4	R 22,325	0.81 %
Classification 2-034	9	1.64 %	11	37	3.4	R 18,781	1.05 %
Classification 2-048	11	0.98 %	3	27	9.0	R 47,257	1.24 %
Classification 2-029	11	0.73 %	11	20	1.8	R 15,819	0.64 %
Classification 2-045	4	2.00 %	7	20	2.9	R 16,523	1.85 %
Classification 2-042	4	1.50 %	9	15	1.7	R 5,060	0.78 %
Classification 2-026	20	0.28 %	11	14	1.3	R 7,968	0.23 %
Classification 2-046	8	0.40 %	3	8	2.7	R 9,894	0.44 %
Classification 2-043	5	0.32 %	1	4	4.0	R 1,648	0.10 %
Classification 2-035	11	0.11 %	2	3	1.5	R 2,054	0.06 %
<b>Total</b>	<b>986</b>	<b>2.51 %</b>	<b>2,517</b>	<b>5,869</b>	<b>2.3</b>	<b>R 1,878,524</b>	<b>1.73 %</b>

## 4.b Analysis of Top Three

This table shows the top three initial groups for the period selected by days absent split between short-term and longer-term claims.

NB. The respective ratios of short-term claims to total claims. Refer to note (i) on page 3.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

Classification	Description	Absenteeism			Direct Cost	
		Ratio	Rate	Incidents		
Classification 2-024						
	Sick Leave : 1 Day or less			184.00	184	R 43,631
	Sick Leave : Between 1 and 2 days			167.00	334	R 79,684
	Sick Leave : Between 2 and 3 days			74.00	222	R 51,639
	<b>Sub Total - Short-term Claims</b>	<b>59.8 %</b>		<b>425</b>	<b>740</b>	<b>R 174,954</b>
	Sick Leave : Greater than 3 days			68.00	498	R 136,145
<b>Sub Total</b>	<b>Absenteeism Rate</b>		<b>3.99 %</b>	<b>493</b>	<b>1,238</b>	<b>R 311,098</b>
Classification 2-001						
	Sick Leave : 1 Day or less			201.00	201	R 77,354
	Sick Leave : Between 1 and 2 days			167.00	334	R 121,134
	Sick Leave : Between 2 and 3 days			76.00	228	R 76,942
	<b>Sub Total - Short-term Claims</b>	<b>79.1 %</b>		<b>444</b>	<b>763</b>	<b>R 275,430</b>
	Sick Leave : Greater than 3 days			34.00	202	R 75,967
<b>Sub Total</b>	<b>Absenteeism Rate</b>		<b>2.19 %</b>	<b>478</b>	<b>965</b>	<b>R 351,397</b>
Classification 2-005						
	Sick Leave : 1 Day or less			136.00	136	R 34,632
	Sick Leave : Between 1 and 2 days			131.00	262	R 64,458
	Sick Leave : Between 2 and 3 days			66.00	198	R 49,783
	<b>Sub Total - Short-term Claims</b>	<b>66.4 %</b>		<b>333</b>	<b>596</b>	<b>R 148,873</b>
	Sick Leave : Greater than 3 days			52.00	302	R 71,392
<b>Sub Total</b>	<b>Absenteeism Rate</b>		<b>2.74 %</b>	<b>385</b>	<b>898</b>	<b>R 220,265</b>
<b>Top Three Total</b>				<b>1,356</b>	<b>3,101</b>	<b>R 882,760</b>

## 4.c Third Classification

This table details the distribution of absenteeism by specific grouping in the company. Smaller or similar groups may have been combined.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

<b>Classification</b>	<b>Exposed Employees</b>	<b>Absenteeism Rate</b>	<b>Incidents</b>	<b>Days Absent</b>	<b>Average Duration</b>	<b>Direct Cost</b>	<b>Absenteeism Cost %</b>
Classification 3-002	557	1.88 %	1,106	2,613	2.4	R 1,071,022	1.40 %
Classification 3-001	289	3.48 %	1,023	2,514	2.5	R 537,599	3.30 %
Classification 3-003	140	2.16 %	388	742	1.9	R 269,904	1.71 %
<b>Total</b>	<b>986</b>	<b>2.51 %</b>	<b>2,517</b>	<b>5,869</b>	<b>2.3</b>	<b>R 1,878,524</b>	<b>1.73 %</b>

#### 4.c Analysis of Top Three

This table shows the top three initial groups for the period selected by days absent split between short-term and longer-term claims.

NB. The respective ratios of short-term claims to total claims. Refer to note (i) on page 3.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

Classification	Description	Absenteeism			Direct Cost	
		Ratio	Rate	Incidents		
Classification 3-002						
	Sick Leave : 1 Day or less			474.00	474	R 205,008
	Sick Leave : Between 1 and 2 days			391.00	782	R 303,022
	Sick Leave : Between 2 and 3 days			212.00	636	R 230,552
	<b>Sub Total - Short-term Claims</b>	<b>65.8 %</b>		<b>1,077</b>	<b>1,892</b>	<b>R 738,582</b>
	Sick Leave : Greater than 3 days			144.00	982	R 437,673
<b>Sub Total</b>	<b>Absenteeism Rate</b>		<b>2.06 %</b>	<b>1,221</b>	<b>2,874</b>	<b>R 1,176,255</b>
Classification 3-001						
	Sick Leave : 1 Day or less			350.00	350	R 74,567
	Sick Leave : Between 1 and 2 days			352.00	704	R 151,070
	Sick Leave : Between 2 and 3 days			181.00	543	R 116,445
	<b>Sub Total - Short-term Claims</b>	<b>63.5 %</b>		<b>883</b>	<b>1,597</b>	<b>R 342,082</b>
	Sick Leave : Greater than 3 days			140.00	917	R 195,517
<b>Sub Total</b>	<b>Absenteeism Rate</b>		<b>3.48 %</b>	<b>1,023</b>	<b>2,514</b>	<b>R 537,599</b>
Classification 3-003						
	Sick Leave : 1 Day or less			175.00	175	R 63,577
	Sick Leave : Between 1 and 2 days			149.00	298	R 104,288
	Sick Leave : Between 2 and 3 days			60.00	180	R 63,268
	<b>Sub Total - Short-term Claims</b>	<b>82.7 %</b>		<b>384</b>	<b>653</b>	<b>R 231,134</b>
	Sick Leave : Greater than 3 days			27.00	137	R 56,165
<b>Sub Total</b>	<b>Absenteeism Rate</b>		<b>2.30 %</b>	<b>411</b>	<b>790</b>	<b>R 287,298</b>
<b>Top Three Total</b>				<b>2,655</b>	<b>6,178</b>	<b>R 2,001,152</b>

## 5. Employee Analysis by Age and Gender

This table shows the absenteeism rate and the split between short-term and longer-term incidents for males and females separately.

NB. The respective ratios of short-term claims to total claims. Refer to note (i) on page 3.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

Data	Exposed Employees			Absenteeism Rate (days)			Absenteeism Rate (cost)		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
<=30	139	145	284	2.25	2.40	2.33	1.76	2.20	1.97
31 - 40	150	179	329	2.02	2.57	2.32	1.39	1.92	1.65
41 - 50	100	156	256	1.90	2.99	2.57	1.09	2.18	1.60
51 - 60	49	52	101	1.78	2.92	2.37	1.22	2.40	1.62
>60	9	7	16	2.13	2.06	2.10	2.87	1.71	2.61
Total	447	539	986	2.04	2.67	2.51	1.42	2.11	1.85

Data	Average Duration			Incident Rate			Short-term Ratio		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
<=30	2.2	2.1	2.1	2.6	2.9	2.7	75.0	71.4	73.0
31 - 40	2.2	2.4	2.3	2.3	2.7	2.5	81.6	70.8	74.8
41 - 50	2.5	2.4	2.4	1.9	3.1	2.6	72.7	69.9	70.8
51 - 60	2.9	2.5	2.7	1.5	2.9	2.2	65.9	62.8	63.8
>60	3.7	1.7	2.4	1.3	2.9	2.0	57.4	89.8	73.3
Total	2.3	2.3	2.3	2.2	2.9	2.6	75.3	70.0	67.0

Average age as at end of reporting period = 37.

## 6. Income Analysis

This table details the distribution of absenteeism by income band. Income bands increasing in steps of R5,000 per month have been used.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

Income Band	Exposed Employees	Earnings	Absenteeism Rate	Incidents	Days Absent	Average Duration	Direct Cost	Absenteeism Cost %
<= 3 000	0	R 0	0.00 %	0.00	0	0.0	R 0	0.00 %
3 001 - 5 000	296	R 16,205,386	3.43 %	1,056.00	2,541	2.4	R 532,113	3.28 %
5 001 - 10 000	451	R 39,969,098	2.39 %	1,196.00	2,679	2.2	R 878,109	2.20 %
10 001 - 15 000	112	R 15,280,573	1.47 %	165.00	409	2.5	R 212,868	1.39 %
15 001 - 20 000	55	R 11,546,969	0.88 %	52.00	121	2.3	R 97,622	0.85 %
20 001 - 25 000	33	R 8,875,295	0.72 %	32.00	59	1.8	R 61,600	0.69 %
25 001 - 30 000	18	R 5,878,733	0.44 %	8.00	20	2.5	R 24,074	0.41 %
> 30 000	21	R 10,590,119	0.76 %	8.00	40	5.0	R 72,138	0.68 %
<b>Total</b>	<b>986</b>	<b>R 108,346,172</b>	<b>2.51 %</b>	<b>2,517</b>	<b>5,869</b>	<b>2.3</b>	<b>R 1,878,524</b>	<b>1.73 %</b>

Average monthly earnings (per weighted exposed employee) = R 9,185.

## 7. Member Absenteeism Summary

This table details the distribution of cumulative absenteeism by total days absent.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

Total Days Absent	Employees	Absenteeism Rate	Days Absent	Direct Cost	Absenteeism Cost %
Up to 3 Days	231	0.93 %	2,291	R 787,574	0.73 %
Up to 7 Days	512	1.73 %	4,244	R 1,420,608	1.31 %
Up to 10 Days	656	2.07 %	5,075	R 1,673,129	1.54 %
Up to 12 Days	720	2.20 %	5,411	R 1,779,961	1.64 %
Up to 15 Days	784	2.32 %	5,707	R 1,859,912	1.72 %
Up to 20 Days	813	2.41 %	5,921	R 1,923,314	1.78 %
Up to 30 Days	831	2.48 %	6,089	R 1,978,956	1.83 %
Up to 36 Days	835	2.50 %	6,136	R 1,990,280	1.84 %
Above 36 Days	6	0.02 %	42	R 10,872	0.01 %
<b>Total</b>	<b>841</b>	<b>2.51 %</b>	<b>6,178</b>	<b>R 2,001,152</b>	<b>1.85 %</b>

## 8. Membership Movement Analysis

This table details the movement of members and the distribution of absenteeism according to each group.

The absenteeism rate is calculated by dividing the total days absent by the total applicable employee days in the period.

Member Group	Exposure Days	Exposed Employees	Absenteeism Rate	Incidents	Days Absent	Average Duration	Direct Cost	Absenteeism Cost %
Active throughout	241,500	966	2.41 %	2,487	5,820	2.3	R 1,858,523	1.75 %
Active at end <sup>1</sup>	4,187	17	1.17 %	30	49	1.6	R 20,002	1.00 %
Withdrawals <sup>2</sup>	62	3	0.00 %	0	0	0.0	R 0	0.00 %
New entrants and exits <sup>3</sup>	0	0	0.00 %	0	0	0.0	R 0	0.00 %
<b>Grand Total</b>	<b>245,749</b>	<b>986</b>	<b>2.39 %</b>	<b>2,517</b>	<b>5,869</b>	<b>2.3</b>	<b>R 1,878,524</b>	<b>1.73 %</b>

Employee Turnover Ratio = 0.3 %

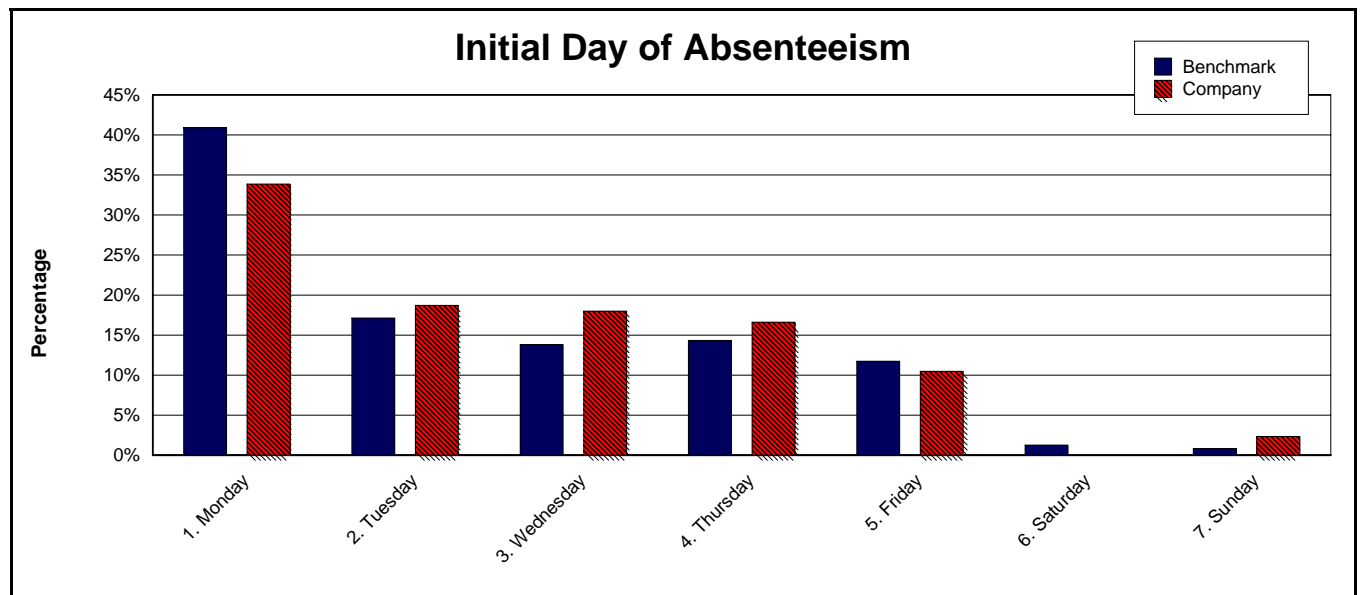
Total withdrawals divided by the average membership.

1. New employees who joined during the period
2. These employees were active at the beginning of the period
3. These employees joined and left during the period

## 9. Initial Day of Absenteeism

Week Day	Incidents	Days Absent	Direct Cost	Average Duration	% Absent
1. Monday	899	2,383	R 773,307	2.7	33.9 %
2. Tuesday	497	1,191	R 381,432	2.4	18.7 %
3. Wednesday	478	1,117	R 365,005	2.3	18.0 %
4. Thursday	441	888	R 291,367	2.0	16.6 %
5. Friday	278	448	R 156,883	1.6	10.5 %
6. Saturday	0	0	R 0	0.0	0.0 %
7. Sunday	62	151	R 33,158	2.4	2.3 %
<b>Total</b>	<b>2,655</b>	<b>6,178</b>	<b>R 2,001,152</b>	<b>2.3</b>	<b>100.0 %</b>

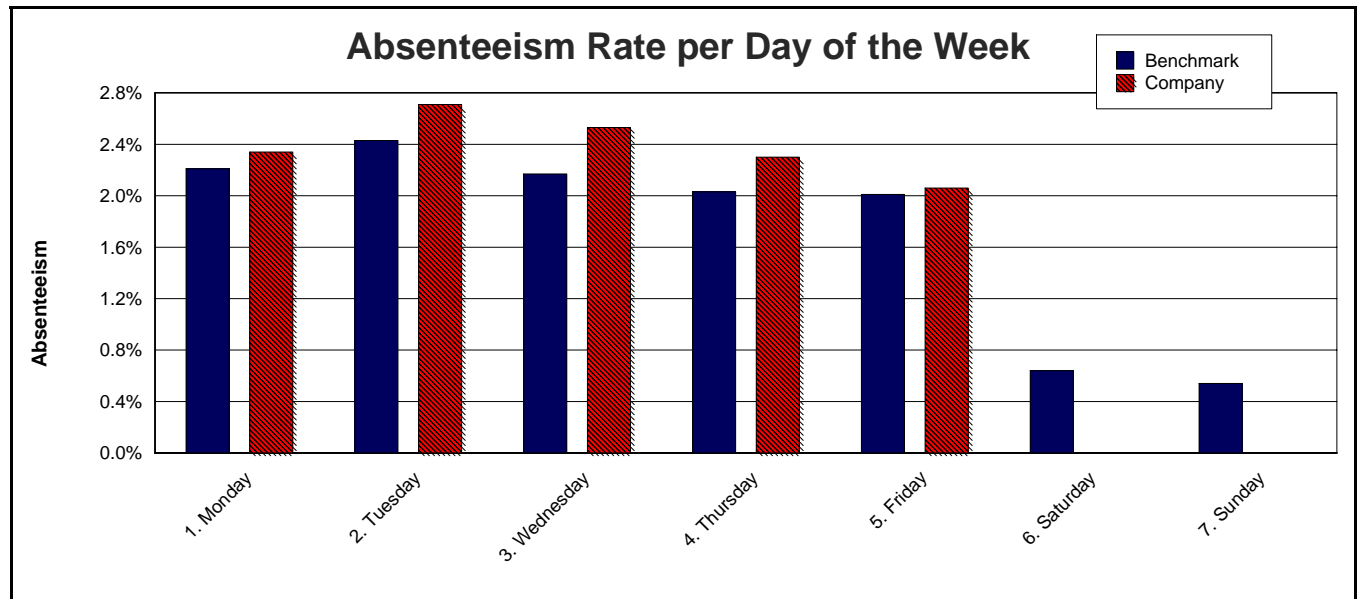
This table shows the day of the week on which the illness started, irrespective of the duration of illness. The results are compared to the benchmark.



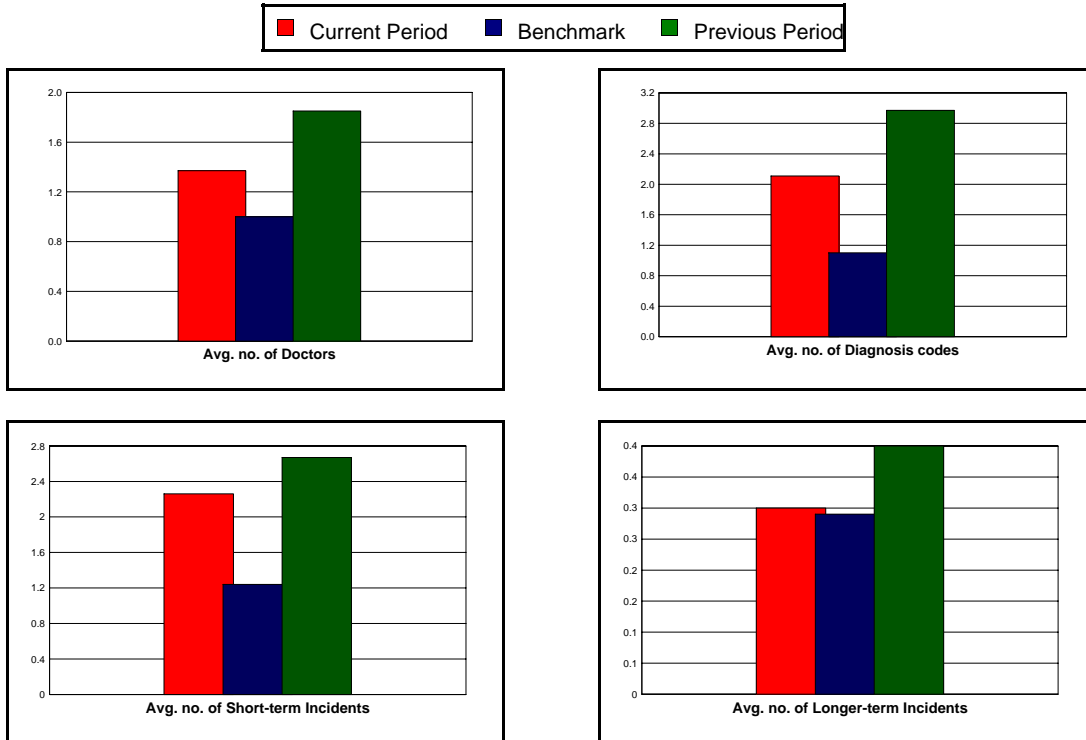
### 10. Absenteeism per Day of the Week

Week Day	Days Absent	Direct Cost	Absenteeism Rate
1. Monday	1,148	R 359,421	2.34 %
2. Tuesday	1,332	R 426,430	2.71 %
3. Wednesday	1,245	R 396,959	2.53 %
4. Thursday	1,131	R 365,093	2.30 %
5. Friday	1,013	R 330,622	2.06 %
6. Saturday	0	R 0	0.00 %
7. Sunday	0	R 0	0.00 %
<b>Total</b>	<b>5,869</b>	<b>R 1,878,524</b>	<b>2.51 %</b>

This graph depicts the day of the week which has the highest rate of absenteeism. These daily rates are compared to the benchmark.



## 11. Overall Employer Absenteeism Profile

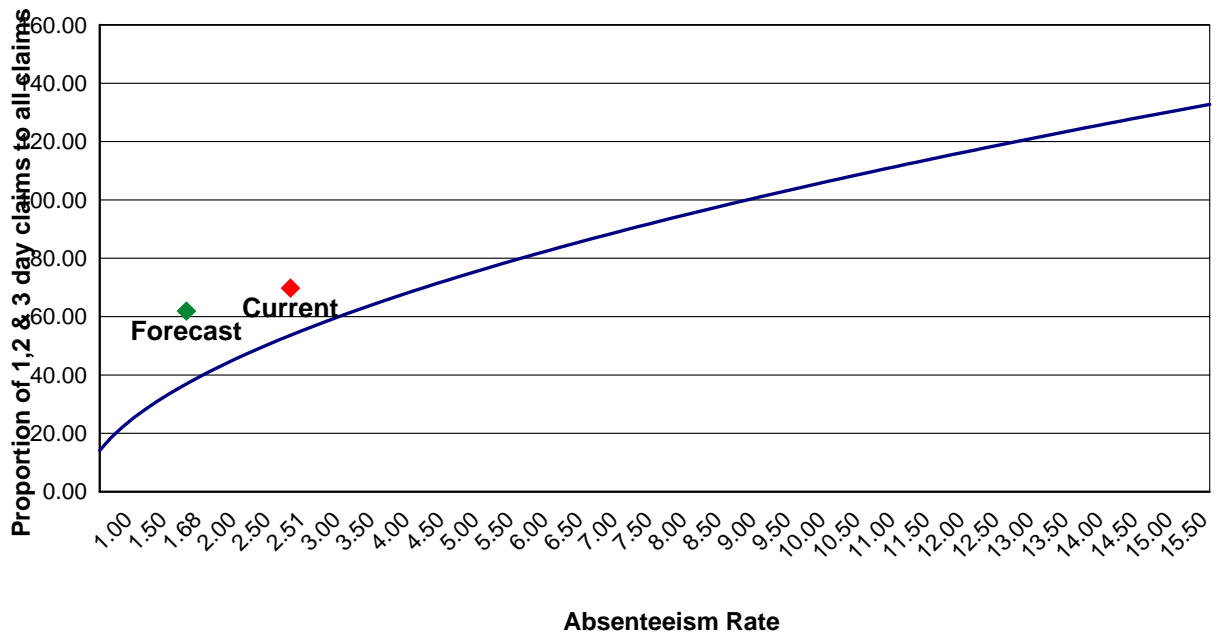


This is an illustration of averages and should be used to compare your organisation to other organisations. Distribution of claims rates per employee exposed are detailed below.

- 1 - 2 Average number of doctors and diagnosis codes per active members.
- 3 - 4 Average number of short-term and longer-term claims per active members.

Average Number of	Current Period	Benchmark	Previous Period	% of Benchmark	% of Previous Period
Doctors (primary consultation)	1.37	1.00	1.85	137.0 %	73.9 %
Diagnosis codes on sick certificates	2.11	1.10	2.97	191.4 %	71.0 %
Short-term Incidents	2.26	1.24	2.67	182.1 %	84.6 %
Longer-term Incidents	0.30	0.29	0.40	102.4 %	75.6 %

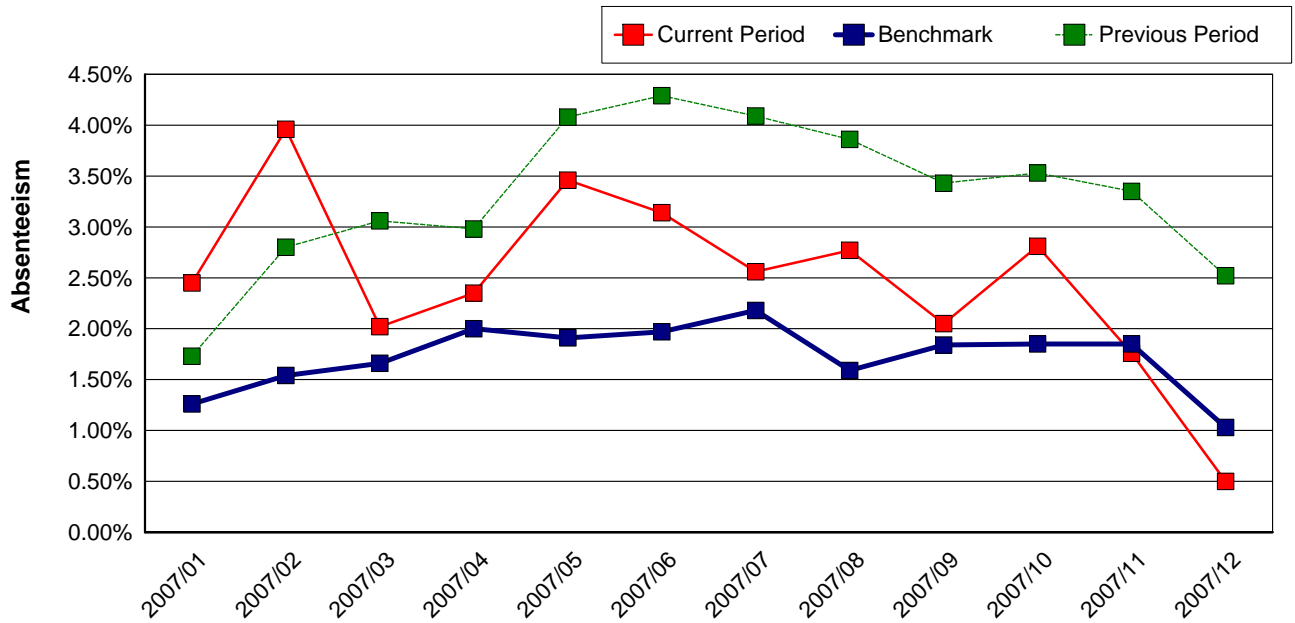
## 12. Absenteeism Rate vs Proportion of Short-term Claims



This regression line demonstrates how a high proportion of short-term claims (for durations of three days or less) can have a significant impact on total absenteeism.

If your company ratio appears below the benchmark this may indicate that the proportion of incidents relating to chronic illness is high. Conversely a ratio above the benchmark may indicate elevated levels of opportunistic absenteeism.

### 13. Monthly Absenteeism Trend

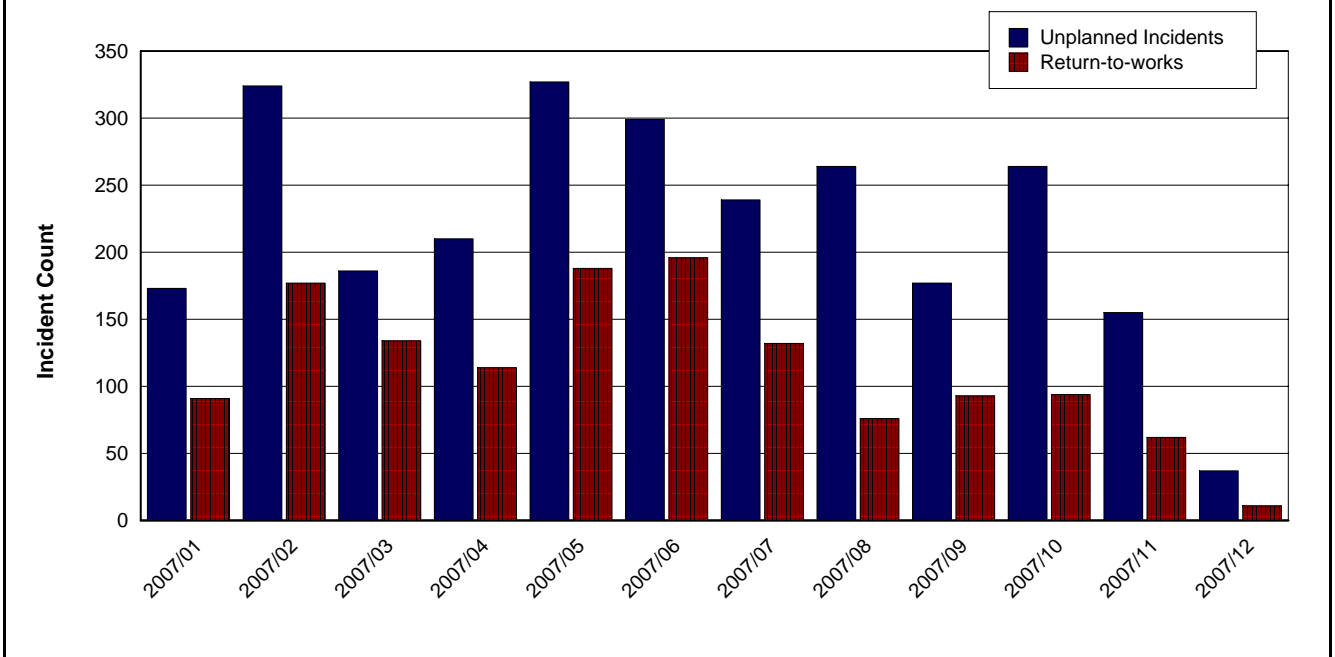


This graph calculates the absenteeism % per month, compared to other companies. It is useful in demonstrating seasonality during the previous twelve month period.

The absenteeism rate is calculated by dividing the total days lost by the total applicable employee days in the period.

Year / Month	Current Period				Benchmark	Previous Period		
	Cost	Days	Exposure	Rate	Rate	Days	Exposure	Rate
2007/01	174,591	530	21,625	2.45 %	1.26 %	386	22,295	1.73 %
2007/02	250,115	778	19,660	3.96 %	1.54 %	577	20,622	2.80 %
2007/03	144,267	417	20,643	2.02 %	1.66 %	704	22,980	3.06 %
2007/04	126,569	415	17,694	2.35 %	2.00 %	521	17,477	2.98 %
2007/05	250,036	748	21,626	3.46 %	1.91 %	934	22,872	4.08 %
2007/06	196,296	649	20,643	3.14 %	1.97 %	938	21,848	4.29 %
2007/07	180,370	554	21,626	2.56 %	2.18 %	898	21,941	4.09 %
2007/08	185,668	599	21,626	2.77 %	1.59 %	886	22,962	3.86 %
2007/09	122,280	382	18,677	2.05 %	1.84 %	716	20,901	3.43 %
2007/10	248,234	636	22,609	2.81 %	1.85 %	798	22,605	3.53 %
2007/11	103,430	381	21,626	1.76 %	1.85 %	758	22,659	3.35 %
2007/12	19,298	89	17,694	0.50 %	1.03 %	493	19,588	2.52 %
<b>Total</b>	<b>2,001,152</b>	<b>6,178</b>	<b>245,749</b>	<b>2.51 %</b>	<b>1.72 %</b>	<b>8,609</b>	<b>258,750</b>	<b>3.33 %</b>

### 14. Unplanned Incidents vs Return-to-Work



This graph depicts the relationship between total sick incidents for each month against the total return-to-work interviews conducted for that month.

A return-to-work interview should be conducted for each incident of sick leave.

Year / Month	Days Absent	Absenteeism Rate	Unplanned Incidents	Return-to-Works
2007/01	530	2.45 %	173	91
2007/02	778	3.96 %	324	177
2007/03	417	2.02 %	186	134
2007/04	415	2.35 %	210	114
2007/05	748	3.46 %	327	188
2007/06	649	3.14 %	299	196
2007/07	554	2.56 %	239	132
2007/08	599	2.77 %	264	76
2007/09	382	2.05 %	177	93
2007/10	636	2.81 %	264	94
2007/11	381	1.76 %	155	62
2007/12	89	0.50 %	37	11
<b>Total</b>	<b>6,178</b>	<b>2.51 %</b>	<b>2,655</b>	<b>1,368</b>

## **Individual Absenteeism Profiles**

## Individual Absenteeism Profiles

**The information contained in this section contains medical information. Sick absenteeism data from sick certificates has been supplied to CAMS by agreement in terms of an administration arrangement. This information is confidential and is intended solely for the use by an authorised official of the company.**

Two indices have been developed for each claimant that measure relative sick leave for a period of 12 months. The health index (HI) is useful in detecting chronic sickness as it attaches a lower weighting to number of short-term incidents and a higher weighting to total days taken. Due to its bias towards short-term incidents, the absenteeism index (AI) is more effective in highlighting potential opportunistic absenteeism. Incidents of sick leave lasting longer than five days have been virtually filtered out of the AI. Both the AI and HI have been "normalised" using ratios detailed below such that employees that exhibit an index equal to 1 are ranked at the 90th percentile of all claimants (10% of claimants have an index greater than 1). Additional information on the specifications of each index can be found in [Appendix A](#). The average index for each employee and each claimant is detailed below:

	HI	AI
Average Index Per Employee (Current Period):	47	51
Average Index Per Employee (Previous Period):	101	95
Average Norm Index (all companies):	91	47
Average Index Per Claimant:	54	59
Normalising Factor (90th percentile):	140	163

### **Individual Employee Profile compared to company average:**

Using the HI and AI all employees in the company have been ranked according to their frequency and duration of sick absenteeism. Individual employee profiles for the top 10 % of claimants in descending order by HI are appended to the first list. Individual employee profiles for the top 10 % of claimants in descending order by AI are listed where they have not been detected in the top 10 % HI list. Further, the AI has been calculated for shorter periods leading up to the end of the review period; AI6 and AI3 have been annualised such that they provide an indication of an AI trend. Where the AI6 or AI3 exceed AI, the top 10% of claimants are reported if undetected in one of the first two lists.

Additional independent investigations are performed that focus specifically on claimants that have claimed in excess of 20 days, the number of incidents, number of initial consultations with general practitioners, number of different diagnosis code groupings and claimants that have an average claim duration in excess of five days. The specific details relating to employees are produced for these secondary investigations provided they have not been identified in a previous section, thereby avoiding duplication.

The specific details for an employee, who was active at the end of the period, include a list sorted by the first day of illness of all sickness incidents together with the diagnosis and duration of each incident. In addition to the indices a "Doctor - Diagnosis" ratio has been calculated. A ratio greater than 1 is indicative of an employee who consults with many different medical practitioners for similar medical symptoms. Note that in certain reports, the number of individual profiles included may be limited to a small subset of the original AI or HI lists. The number of profiles contained in the report is subject to the employer's requirements.

**1. Top 10 % of Claimants by HI in Descending Order**

Clock Number	Member Name	Initial Classification	HI	AI	Max AI <sup>6</sup> , AI <sup>3</sup>	Doctor Count	Diagnosis Count	Short Term Count (≤ 3 days)	Longer Term Count (> 3 days)	Total Days
0036443	Mrs Employee	Classification 1-044	14.1	4.6	5.6	2	5	8	3	37
0034115	Mrs Employee	Classification 1-043	8.2	7.8	5.8	2	5	10	2	30
0031671	Mrs Employee	Classification 1-048	7.5	2.0	0.8	1	4	6	2	47
0038071	Mrs Employee	Classification 1-045	7.5	1.1	3.0	1	2	5	2	47
0120145	Mr Employee	Classification 1-049	7.3	5.4	6.0	2	7	10	1	25
0033187	Mrs Employee	Classification 1-039	5.4	1.6	1.3	3	4	6	2	24
0021296	Mrs Employee	Classification 1-026	4.9	4.2	6.3	3	4	8	2	22
0024442	Mrs Employee	Classification 1-040	4.5	1.9	0.2	3	4	6	2	25
0200120	Mrs Employee	Classification 1-025	4.4	0.8	0.0	2	3	4	2	42
0037659	Mrs Employee	Classification 1-044	4.2	4.4	9.5	1	4	10	0	21
0035020	Mrs Employee	Classification 1-044	4.2	2.9	18.0	1	2	8	1	21
0033640	Mrs Employee	Classification 1-022	4.1	2.1	0.8	4	4	6	2	27
0033381	Mrs Employee	Classification 1-085	3.3	0.6	0.0	1	4	3	3	23
0021487	Mrs Employee	Classification 1-043	3.3	6.5	12.9	2	6	11	0	19
0036168	Mrs Employee	Classification 1-085	3.3	3.1	0.0	3	3	9	0	19
0036294	Mrs Employee	Classification 1-027	3.2	0.7	0.0	1	4	4	2	25
0140241	Mr Employee	Classification 1-010	3.2	3.2	2.4	3	5	7	2	19
0038115	Mr Employee	Classification 1-048	3.1	0.4	0.0	0	2	3	2	35
0028765	Mrs Employee	Classification 1-048	3.1	3.2	8.8	2	4	8	1	19
0100087	Mr Employee	Classification 1-043	2.9	0.7	1.1	1	5	4	2	22
0040188	Mrs Employee	Classification 1-026	2.8	1.3	3.0	2	4	5	2	21
0030155	Mrs Employee	Classification 1-059	2.8	2.2	1.7	2	6	7	1	19
0038093	Mrs Employee	Classification 1-039	2.7	0.1	0.0	2	2	1	3	34
0032227	Mrs Employee	Classification 1-041	2.5	3.3	8.4	4	4	8	1	17
0031600	Mrs Employee	Classification 1-083	2.4	1.3	2.1	4	3	5	2	18
0035525	Mrs Employee	Classification 1-040	2.4	0.7	0.9	3	3	4	2	20
0036003	Mrs Employee	Classification 1-033	2.3	6.9	2.5	3	5	11	0	17
0038109	Mrs Employee	Classification 1-043	2.2	0.4	0.0	1	2	3	2	23
0028613	Mr Employee	Classification 1-049	2.2	1.3	1.6	1	2	6	1	17
0030169	Mrs Employee	Classification 1-059	2.1	2.3	1.7	3	7	7	1	17
0100114	Mrs Employee	Classification 1-070	2.0	0.7	3.4	3	3	4	2	17
0037251	Mrs Employee	Classification 1-042	2.0	0.7	1.6	1	2	5	1	17
0250007	Mr Employee	Classification 1-009	1.9	2.4	0.0	3	5	7	1	18
0037361	Mr Employee	Classification 1-049	1.9	0.8	0.4	2	3	5	1	19
0140243	Mrs Employee	Classification 1-008	1.9	2.3	4.0	3	2	7	1	16

## **2. Top 10 % of Claimants by AI in Descending Order** **(and not detected by HI)**

<b>Clock Number</b>	<b>Member Name</b>	<b>Initial Classification</b>	<b>HI</b>	<b>AI</b>	<b>Max AI<sup>6</sup>, AI<sup>3</sup></b>	<b>Doctor Count</b>	<b>Diagnosis Count</b>	<b>Short Term Count (≤ 3 days)</b>	<b>Longer Term Count (&gt; 3 days)</b>	<b>Total Days</b>
0036003	Mrs Employee	Classification 1-033	2.3	6.9	2.5	3	5	11	0	17
0021487	Mrs Employee	Classification 1-043	3.3	6.5	12.9	2	6	11	0	19
0016638	Mrs Employee	Classification 1-039	1.7	5.2	0.0	2	4	9	1	15
0037659	Mrs Employee	Classification 1-044	4.2	4.4	9.5	1	4	10	0	21
0060064	Mrs Employee	Classification 1-059	0.8	3.9	0.0	2	6	9	0	12
0020297	Mr Employee	Classification 1-009	0.3	2.9	0.0	2	5	8	0	9
0037866	Mrs Employee	Classification 1-039	0.6	2.8	9.5	3	1	8	0	11
0036171	Mrs Employee	Classification 1-043	0.7	2.7	0.0	1	4	8	0	11
0038091	Mrs Employee	Classification 1-039	0.7	2.7	3.0	2	6	8	0	11
0130654	Mr Employee	Classification 1-007	0.3	1.9	5.4	1	4	7	0	9
0034089	Mrs Employee	Classification 1-041	0.4	1.8	2.7	1	3	7	0	10
0160152	Mrs Employee	Classification 1-092	0.4	1.8	0.3	1	6	7	0	10
0036469	Mrs Employee	Classification 1-085	0.5	1.8	0.0	2	4	7	0	10
0220201	Mr Employee	Classification 1-025	0.5	1.8	3.0	1	2	7	0	10
0040205	Mr Employee	Classification 1-009	0.6	1.8	3.0	1	3	7	0	11
0130621	Mrs Employee	Classification 1-008	0.6	1.8	2.7	1	5	7	0	11
0036304	Mrs Employee	Classification 1-027	0.8	1.7	2.7	3	4	7	0	12
0120128	Mr Employee	Classification 1-009	0.8	1.7	0.0	1	5	7	0	12
0130647	Mr Employee	Classification 1-025	0.9	1.7	0.0	0	4	7	0	12
0070170	Mr Employee	Classification 1-007	0.1	1.3	0.0	2	4	6	0	6
0018050	Mrs Employee	Classification 1-041	0.2	1.2	5.4	2	2	6	0	8
0035460	Mrs Employee	Classification 1-040	0.2	1.2	1.2	3	3	6	0	8
0037248	Mrs Employee	Classification 1-048	0.2	1.2	0.0	1	1	6	0	8
0180154	Mrs Employee	Classification 1-059	0.2	1.2	2.7	1	3	6	0	8
0100090	Mr Employee	Classification 1-059	0.3	1.2	0.4	1	4	6	0	8
0036278	Mrs Employee	Classification 1-048	0.3	1.1	9.5	1	2	6	0	9
0037332	Mrs Employee	Classification 1-040	0.3	1.1	3.0	1	4	6	0	9
0038081	Mrs Employee	Classification 1-044	0.3	1.1	2.7	3	2	6	0	9
0130558	Mrs Employee	Classification 1-026	0.3	1.1	0.3	1	2	6	0	9
0130601	Mrs Employee	Classification 1-025	0.3	1.1	0.4	1	2	6	0	9
0110163	Mr Employee	Classification 1-014	0.4	1.1	2.7	1	5	6	0	9
0035295	Mrs Employee	Classification 1-043	0.4	1.1	0.3	2	2	6	0	10
0100101	Mr Employee	Classification 1-014	0.4	1.1	0.0	2	4	6	0	10
0130668	Mrs Employee	Classification 1-070	0.4	1.1	0.3	1	1	6	0	10
0038120	Mr Employee	Classification 1-092	0.4	1.1	2.7	2	3	6	0	10

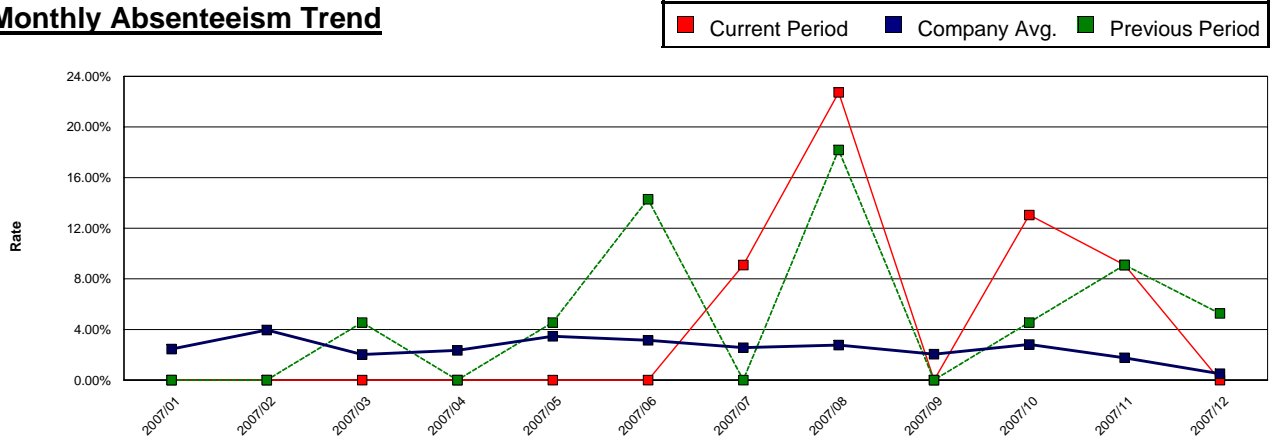
### **3. Top 10 % of Claimants by Max (AI6, AI3) in Descending Order (and not detected by HI or AI)**

<b>Clock Number</b>	<b>Member Name</b>	<b>Initial Classification</b>	<b>HI</b>	<b>AI</b>	<b>Max AI<sup>6</sup>, AI<sup>3</sup></b>	<b>Doctor Count</b>	<b>Diagnosis Count</b>	<b>Short Term Count (≤ 3 days)</b>	<b>Longer Term Count (&gt; 3 days)</b>	<b>Total Days</b>
0028765	Mrs Employee	Classification 1-048	3.1	3.2	8.8	2	4	8	1	19
0035020	Mrs Employee	Classification 1-044	4.2	2.9	18.0	1	2	8	1	21
0037866	Mrs Employee	Classification 1-039	0.6	2.8	9.5	3	1	8	0	11
0140183	Mr Employee	Classification 1-038	1.6	2.4	9.5	3	4	8	0	15
0036278	Mrs Employee	Classification 1-048	0.3	1.1	9.5	1	2	6	0	9
0038083	Mr Employee	Classification 1-052	0.9	1.0	3.0	0	1	5	1	12
0010083	Mrs Employee	Classification 1-048	0.2	0.6	9.5	2	4	5	0	8
0032081	Mrs Employee	Classification 1-039	0.3	0.6	2.7	1	4	5	0	9
0110126	Mrs Employee	Classification 1-070	0.4	0.6	2.5	1	3	5	0	9
0034872	Mrs Employee	Classification 1-088	0.5	0.6	2.0	1	3	5	0	10
0130484	Mrs Employee	Classification 1-026	0.5	0.6	2.7	2	1	5	0	10
0035936	Mr Employee	Classification 1-085	0.5	0.6	1.8	1	3	4	1	10
0038121	Mr Employee	Classification 1-059	0.6	0.5	6.2	1	2	4	1	11
0037840	Mrs Employee	Classification 1-085	0.7	0.5	8.8	2	2	4	1	12
0038073	Mrs Employee	Classification 1-043	0.6	0.5	2.0	2	4	5	0	11
0037196	Mrs Employee	Classification 1-048	0.8	0.5	2.4	1	3	4	1	12
0033637	Mrs Employee	Classification 1-026	0.9	0.5	2.0	1	3	5	0	13
0033909	Mrs Employee	Classification 1-048	1.0	0.5	1.9	1	1	4	1	13
0130725	Mr Employee	Classification 1-039	0.1	0.4	3.0	1	2	4	0	5
0028561	Mrs Employee	Classification 1-040	0.1	0.3	2.3	1	3	4	0	6
0038122	Mr Employee	Classification 1-059	0.2	0.3	2.7	1	1	4	0	7
0010069	Mrs Employee	Classification 1-059	0.2	0.3	3.0	1	3	4	0	7
0034102	Mr Employee	Classification 1-057	0.2	0.3	2.3	2	3	4	0	8
0130462	Mrs Employee	Classification 1-070	0.6	0.3	1.5	1	3	3	1	15
0031891	Mrs Employee	Classification 1-039	0.8	0.2	1.7	1	2	2	2	15
0033543	Mrs Employee	Classification 1-024	0.8	0.2	2.0	2	3	3	1	13
0020149	Mrs Employee	Classification 1-061	0.0	0.2	3.0	1	1	3	0	3
0030216	Mrs Employee	Classification 1-040	0.0	0.2	3.0	1	2	3	0	4
0035350	Mrs Employee	Classification 1-039	0.0	0.2	2.7	1	2	3	0	4
0220198	Mrs Employee	Classification 1-070	0.0	0.2	2.7	2	3	3	0	4
0035062	Mrs Employee	Classification 1-048	0.1	0.1	2.4	1	1	3	0	5
0080067	Mr Employee	Classification 1-070	0.1	0.1	2.3	1	3	3	0	5
0180153	Mr Employee	Classification 1-059	0.1	0.1	2.3	2	3	3	0	5
0037345	Mrs Employee	Classification 1-088	0.2	0.1	1.8	1	1	2	1	7
0060070	Mrs Employee	Classification 1-014	0.0	0.1	3.0	1	1	2	0	2

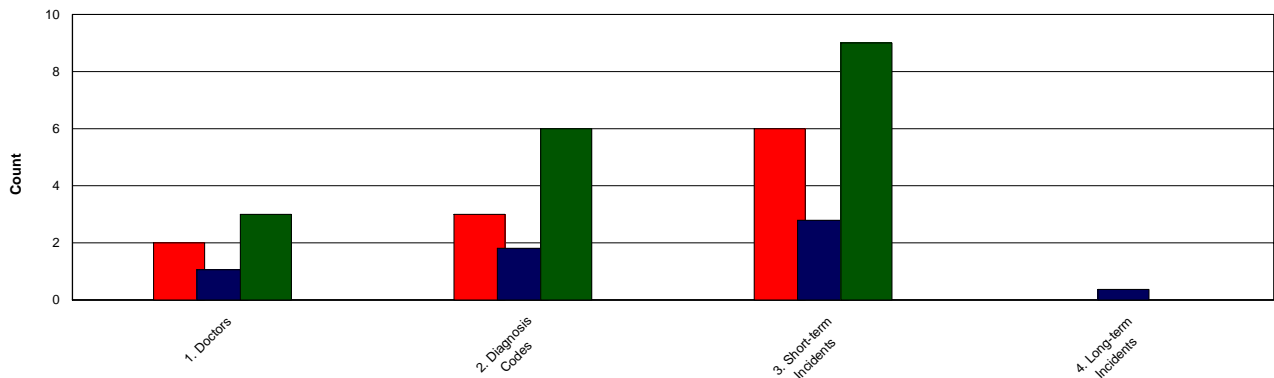
## Absenteeism Profile for Mr Employee

<b>Employee Number:</b>	<b>0010073</b>	<b>HI:</b>	<b>0.8</b>	<b>A deteriorating absenteeism trend during the past 6 months.</b>
<b>Employment Commencement Date:</b>	<b>30/08/2004</b>	<b>AI:</b>	<b>1.0</b>	
<b>Age Last Birthday:</b>	<b>29</b>	<b>AI 6:</b>	<b>7.9</b>	<b>The last quarter is worse than the average for the past year.</b>
<b>Gender:</b>	<b>Male</b>	<b>AI 3:</b>	<b>8.8</b>	
<b>Classification(s):</b>	<b>Classification 1-007</b>			
	<b>Classification 2-001</b>			
	<b>Classification 3-003</b>			

### Monthly Absenteeism Trend



### Absenteeism Indicators



### Specific Details of Each Incident

If employee joined the company during either the **investigation period** or the **previous (comparative) period**, the indices have been annualised appropriately.

Initial Day of Absence	Day	Incident Type	RTW	Diagnosis	Doctor	Days Absent	Direct Cost
02/07/2007	Mon	Sick Leave	Yes	D73 - Gastroenteritis presumed infection	1443666 - Doctor	2	R 641
08/08/2007	Wed	Sick Leave	Yes	R80 - Influenza	1443666 - Doctor	2	R 641
22/08/2007	Wed	Sick Leave	Yes	K86 - Hypertension uncomplicated	1443666 - Doctor	3	R 962
01/10/2007	Mon	Sick Leave	No	Unknown	Unknown	2	R 641
12/10/2007	Fri	Sick Leave	No	Unknown	Unknown	1	R 321
13/11/2007	Tue	Sick Leave	Yes	D73 - Gastroenteritis presumed infection	1549553 - Doctor	2	R 641
<b>Total</b>		<b>Doctor - Diagnosis Ratio: 0.67</b>				<b>12</b>	<b>R 3,847</b>

### Additional Information

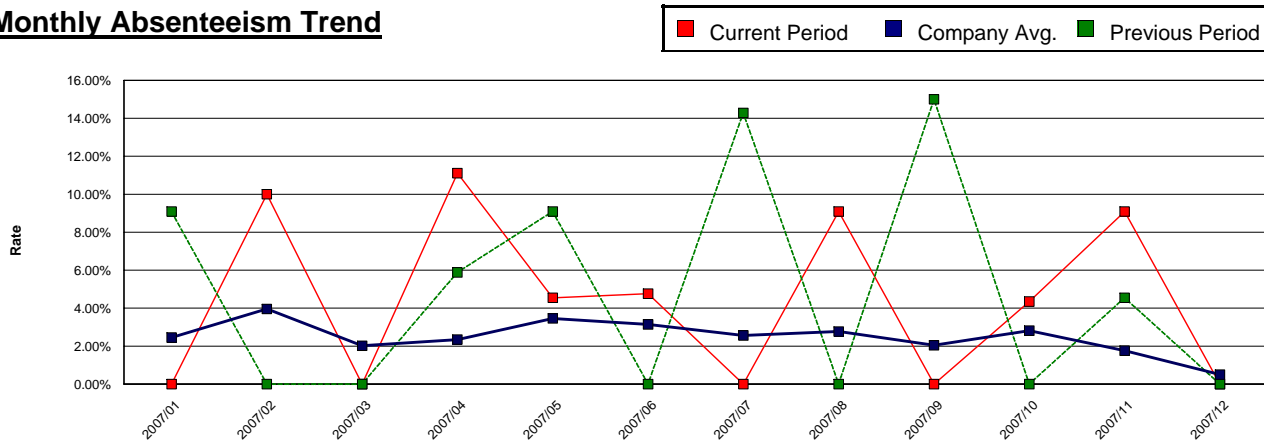
This employee has claimed on **5** occasions for two days or less within an eight week period(s).



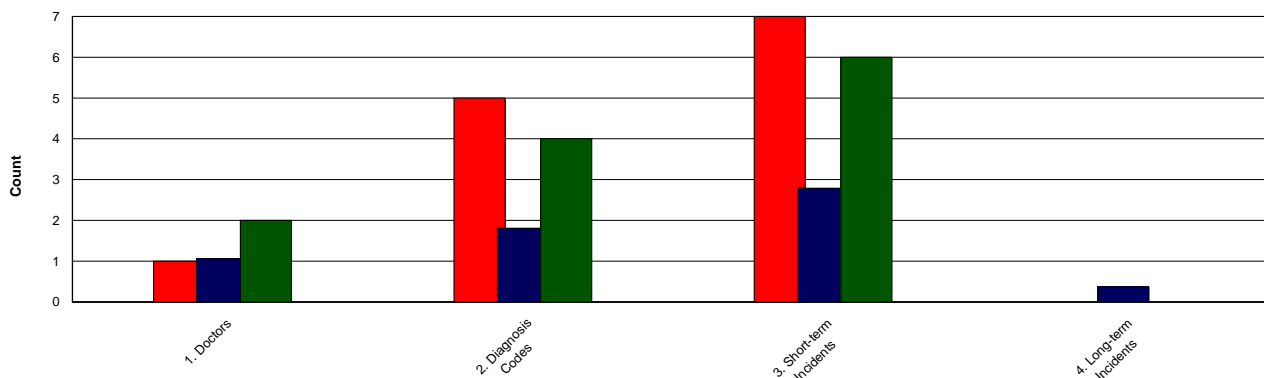
## Absenteeism Profile for Mrs Employee

<b>Employee Number:</b>	0130621	<b>HI:</b>	0.6	An improving absenteeism trend during the past 6 months.
<b>Employment Commencement Date:</b>	05/09/2005	<b>AI:</b>	1.8	
<b>Age Last Birthday:</b>	26	<b>AI<sup>6</sup>:</b>	1.1	The last quarter is worse than the average for the past year.
<b>Gender:</b>	Female	<b>AI<sup>3</sup>:</b>	2.7	
<b>Classification(s):</b>	Classification 1-008 Classification 2-001 Classification 3-003			

### Monthly Absenteeism Trend



### Absenteeism Indicators



### Specific Details of Each Incident

If employee joined the company during either the **investigation period** or the **previous (comparative) period**, the indices have been annualised appropriately.

Initial Day of Absence	Day	Incident Type	RTW	Diagnosis	Doctor	Days Absent	Direct Cost
05/02/2007	Mon	Sick Leave	Yes	Unknown	118052 - Doctor	2	R 753
24/04/2007	Tue	Sick Leave	Yes	D73 - Gastroenteritis presumed infection	118052 - Doctor	2	R 753
23/05/2007	Wed	Sick Leave	Yes	N01 - Headache	Unknown	1	R 377
18/06/2007	Mon	Sick Leave	Yes	L01 - Neck symptom / complaint	Unknown	1	R 377
23/08/2007	Thu	Sick Leave	Yes	R80 - Influenza	118052 - Doctor	2	R 753
29/10/2007	Mon	Sick Leave	Yes	D73 - Gastroenteritis presumed infection	118052 - Doctor	1	R 377
26/11/2007	Mon	Sick Leave	Yes	R78 - Acute bronchitis / bronchiolitis	118052 - Doctor	2	R 753
<b>Total</b>		<b>Doctor - Diagnosis Ratio: 0.20</b>				<b>11</b>	<b>R 4,142</b>

**Additional Information**

57 % of this employee's sick leave commenced on a **Monday** (4 out of 7 incidents).  
 This employee has claimed on 2 occasions coinciding with a public holiday (3 days).  
 This employee has claimed on 3 occasions for two days or less within an eight week period(s).

**Discussion Session**

Employee Name: <b>Mrs Employee</b>	Interviewer Name:
Employee Position:	Interviewer Position:
Initial Classification: <b>Classification 1-008</b>	Interview Date:
Comments: During the period from <b>01/01/2007</b> to <b>31/12/2007</b> our records reflect that you have taken a total of <b>11</b> days leave on <b>7</b> separate occasions.	
Discussion:	
Actions (Agreed to by both parties):	
Employee:	
_____	_____
Signature	Date
Interviewer:	
_____	_____
Signature	Date

## 5. Employees whose Total Incident Days Exceeds 20 Days (and not detected by HI or AI)

Clock Number	Member Name	Initial Classification	Average Days	HI	AI	Age Last Birthday
Initial Day of Absence	Diagnosis	Doctor			Days Absent	Direct Cost
<b>0021348</b>	<b>Mrs Employee</b>	<b>Classification 1-041</b>	<b>14.3</b>	<b>1.9</b>	<b>0.1</b>	<b>50</b>
22/01/2007	Unknown	Unknown			20	R 4,253
01/05/2007	L13 - Hip symptom / complaint	Unknown			22	R 4,678
31/08/2007	Unknown	Unknown			1	R 213
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.00</b>				<b>43</b>	<b>R 9,143</b>
<b>0200120</b>	<b>Mrs Employee</b>	<b>Classification 1-025</b>	<b>7.0</b>	<b>4.4</b>	<b>0.8</b>	<b>26</b>
08/01/2007	W05 - Pregnancy vomiting / nausea	Unknown			32	R 16,541
23/03/2007	L03 - Low back symptom / complaint	Unknown			1	R 517
03/05/2007	Unknown	Unknown			1	R 517
23/05/2007	R80 - Influenza	1561286 - Doctor			3	R 1,551
17/07/2007	R80 - Influenza	1540343 - Doctor			4	R 2,068
02/08/2007	Unknown	Unknown			1	R 517
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.67</b>				<b>42</b>	<b>R 21,710</b>
<b>0035541</b>	<b>Mrs Employee</b>	<b>Classification 1-027</b>	<b>42.0</b>	<b>0.3</b>	<b>0.0</b>	<b>44</b>
02/01/2007	Unknown	Unknown			42	R 8,086
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.00</b>				<b>42</b>	<b>R 8,086</b>
<b>0038115</b>	<b>Mr Employee</b>	<b>Classification 1-048</b>	<b>7.0</b>	<b>3.1</b>	<b>0.4</b>	<b>29</b>
11/02/2007	L02 - Back symptom / complaint	Unknown			23	R 4,871
30/04/2007	Unknown	Unknown			1	R 212
04/06/2007	A11 - Chest pain NOS	Unknown			2	R 424
08/08/2007	Unknown	Unknown			7	R 1,483
30/09/2007	Unknown	Unknown			2	R 424
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.00</b>				<b>35</b>	<b>R 7,413</b>
<b>0038093</b>	<b>Mrs Employee</b>	<b>Classification 1-039</b>	<b>8.5</b>	<b>2.7</b>	<b>0.1</b>	<b>31</b>
20/02/2007	D73 - Gastroenteritis presumed infection	1443666 - Doctor			23	R 4,649
02/05/2007	Unknown	1541129 - Doctor			1	R 202
10/08/2007	Unknown	Unknown			6	R 1,213
04/09/2007	R74 - Upper respiratory infection acute	Unknown			4	R 809
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 1.00</b>				<b>34</b>	<b>R 6,872</b>
<b>0110134</b>	<b>Mrs Employee</b>	<b>Classification 1-026</b>	<b>15.5</b>	<b>0.5</b>	<b>0.0</b>	<b>32</b>
02/07/2007	Unknown	Unknown			1	R 234
20/07/2007	Unknown	Unknown			30	R 7,007
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.00</b>				<b>31</b>	<b>R 7,240</b>
<b>0230110</b>	<b>Mr Employee</b>	<b>Classification 1-026</b>	<b>31.0</b>	<b>0.2</b>	<b>0.0</b>	<b>35</b>
17/01/2007	A80 - Trauma / injury NOS	Unknown			31	R 8,705
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.00</b>				<b>31</b>	<b>R 8,705</b>
<b>0240005</b>	<b>Mr Employee</b>	<b>Classification 1-057</b>	<b>30.0</b>	<b>0.2</b>	<b>0.0</b>	<b>49</b>
17/01/2007	Unknown	Unknown			30	R 9,113

**6. Employees who have Claimed at an Average Rate in Excess of Six Incidences per Annum**  
**(and not detected by previous exception report)**

Clock Number	Member Name	Initial Classification	Average Days	HI	AI	Age Last Birthday
Initial Day of Absence	Diagnosis	Doctor		Days Absent	Direct Cost	
<b>0020721</b>	<b>Mrs Employee</b>	<b>Classification 1-043</b>	<b>1.4</b>	<b>1.1</b>	<b>3.8</b>	<b>48</b>
17/01/2007	A97 - No disease	Unknown			1	R 218
18/02/2007	L86 - Back syndrome with radiating pain	1515586 - Doctor			2	R 436
17/04/2007	P47 - Consultation with specialist	Unknown			1	R 218
24/04/2007	R80 - Influenza	1515586 - Doctor			2	R 436
24/06/2007	R78 - Acute bronchitis / bronchiolitis	1515586 - Doctor			3	R 654
23/07/2007	Unknown	Unknown			1	R 218
08/08/2007	Unknown	Unknown			1	R 218
27/09/2007	P29 - Psychological symptom / complaint	Unknown			1	R 218
09/12/2007	S76 - Skin infection other	1515586 - Doctor			1	R 218
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.14</b>				<b>13</b>	<b>R 2,833</b>
<b>0032227</b>	<b>Mrs Employee</b>	<b>Classification 1-041</b>	<b>1.9</b>	<b>2.5</b>	<b>3.3</b>	<b>43</b>
16/01/2007	W13 - Sterilization	1604457 - Doctor			4	R 893
24/01/2007	Unknown	Unknown			1	R 223
31/01/2007	K86 - Hypertension uncomplicated	Unknown			1	R 223
13/02/2007	Unknown	1533053 - Doctor			2	R 446
16/02/2007	P76 - Depressive disorder	1473808 - Doctor			1	R 223
03/04/2007	Unknown	1806491 - Doctor			3	R 670
19/10/2007	Unknown	Unknown			3	R 670
25/10/2007	Unknown	Unknown			1	R 223
12/11/2007	T90 - Diabetes non-insulin dependent	1806491 - Doctor			1	R 223
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 1.00</b>				<b>17</b>	<b>R 3,794</b>
<b>0036168</b>	<b>Mrs Employee</b>	<b>Classification 1-085</b>	<b>2.1</b>	<b>3.3</b>	<b>3.1</b>	<b>35</b>
19/02/2007	A97 - No disease	1610058 - Doctor			1	R 202
21/02/2007	X02 - Menstrual pain	1573713 - Doctor			3	R 606
25/04/2007	Unknown	Unknown			2	R 404
09/05/2007	Unknown	1806491 - Doctor			1	R 202
30/05/2007	Unknown	Unknown			3	R 606
25/06/2007	P29 - Psychological symptom / complaint	Unknown			3	R 606
08/08/2007	Unknown	Unknown			1	R 202
21/08/2007	Unknown	Unknown			2	R 404
31/08/2007	Unknown	Unknown			3	R 606
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 1.00</b>				<b>19</b>	<b>R 3,840</b>
<b>0060064</b>	<b>Mrs Employee</b>	<b>Classification 1-059</b>	<b>1.3</b>	<b>0.8</b>	<b>3.9</b>	<b>29</b>
26/02/2007	U71 - Cystitis / urinary infection other	Unknown			1	R 453
12/03/2007	W78 - Pregnancy	Unknown			1	R 453
16/03/2007	Unknown	Unknown			1	R 453
02/04/2007	D73 - Gastroenteritis presumed infection	1429868 - Doctor			2	R 905
02/05/2007	N89 - Migraine	1604457 - Doctor			3	R 1,358
06/07/2007	R80 - Influenza	1429868 - Doctor			1	R 453
10/08/2007	Unknown	Unknown			1	R 453
23/08/2007	Unknown	Unknown			1	R 453
27/09/2007	W29 - Pregnancy symptom / complaint othe	Unknown			1	R 453
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.33</b>				<b>12</b>	<b>R 5,431</b>
<b>0110168</b>	<b>Mr Employee</b>	<b>Classification 1-049</b>	<b>1.8</b>	<b>1.9</b>	<b>3.6</b>	<b>27</b>
23/01/2007	K86 - Hypertension uncomplicated	1429116 - Doctor			2	R 602
29/01/2007	Unknown	Unknown			1	R 301

**7. Employees who have Consulted with More than Three (different) Doctors (Primary Consultation) (and not detected by a previous exception report)**

Clock Number	Member Name	Initial Classification	Average Days	HI	AI	Age Last Birthday
Initial Day of Absence	Diagnosis	Doctor		Days Absent		Direct Cost
<b>0035538</b>	<b>Mrs Employee</b>	<b>Classification 1-040</b>	<b>2.0</b>	<b>0.5</b>	<b>0.6</b>	<b>40</b>
02/02/2007	D86 - Peptic ulcer other	5808626 - Doctor			1	R 202
20/02/2007	A01 - Pain general / multiple sites	18570 - Doctor			1	R 202
21/05/2007	Unknown	1421638 - Doctor			5	R 1,011
14/06/2007	Unknown	1421638 - Doctor			1	R 202
27/06/2007	P74 - Anxiety disorder / anxiety state	184314 - Doctor			2	R 404
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 1.33</b>				<b>10</b>	<b>R 2,021</b>
<b>0220199</b>	<b>Mrs Employee</b>	<b>Classification 1-032</b>	<b>2.0</b>	<b>0.2</b>	<b>0.3</b>	<b>40</b>
14/02/2007	Unknown	1533053 - Doctor			2	R 613
14/05/2007	Unknown	1443925 - Doctor			2	R 613
04/07/2007	A11 - Chest pain NOS	1495933 - Doctor			2	R 613
13/09/2007	D73 - Gastroenteritis presumed infection	1508865 - Doctor			2	R 613
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 2.00</b>				<b>8</b>	<b>R 2,453</b>

**8. Employees who have Submitted Claims using more than Five (different) Diagnosis Codes (and not detected by a previous exception report)**

Clock Number	Member Name	Initial Classification	Average Days	HI	AI	Age Last Birthday
Initial Day of Absence	Diagnosis	Doctor			Days Absent	Direct Cost
<b>0030834</b>	<b>Mrs Employee</b>	<b>Classification 1-022</b>	<b>2.2</b>	<b>1.1</b>	<b>0.9</b>	<b>47</b>
19/02/2007	N99 - Neurological disease other	1437992 - Doctor			1	R 237
14/05/2007	R80 - Influenza	1437992 - Doctor			1	R 237
04/06/2007	R09 - Sinus symptom / complaint	1437992 - Doctor			3	R 711
25/07/2007	L86 - Back syndrome with radiating pain	1437992 - Doctor			2	R 474
01/10/2007	N17 - Vertigo / dizziness	1437992 - Doctor			3	R 711
12/11/2007	P74 - Anxiety disorder / anxiety state	1437992 - Doctor			3	R 711
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.17</b>				<b>13</b>	<b>R 3,080</b>
<b>0040241</b>	<b>Mrs Employee</b>	<b>Classification 1-059</b>	<b>2.2</b>	<b>1.0</b>	<b>0.9</b>	<b>28</b>
10/01/2007	L02 - Back symptom / complaint	1566911 - Doctor			3	R 1,079
22/02/2007	B62 - Administrative procedure	1566911 - Doctor			3	R 1,079
01/03/2007	A97 - No disease	1605267 - Doctor			2	R 719
10/04/2007	D20 - Mouth / tongue / lip symptom / com	5438675 - Doctor			1	R 360
09/07/2007	R78 - Acute bronchitis / bronchiolitis	1566911 - Doctor			2	R 719
30/10/2007	N89 - Migraine	Unknown			2	R 719
<b>Total</b>	<b>Doctor - Diagnosis Ratio: 0.50</b>				<b>13</b>	<b>R 4,676</b>

**9. Employees whose Average Incident Duration Exceeds Five Days  
(and not detected by a previous exception report)**

Clock Number	Member Name	Initial Classification	Average Days	HI	AI	Age Last Birthday
Initial Day of Absence	Diagnosis	Doctor		Days Absent	Direct Cost	

**No employees have been listed matching the above criteria who have not been previously identified.**

## **Additional Information**

## **Additional Information**

**The information contained in this section is confidential and is intended solely for the recipient.**

The information contained in this section can be used to complement the individual employee profiles.

- 1.a Employees who have started in excess of 50.00 % of their absenteeism on any one day of the week on more than two occasions
- 1.b Other employees who have taken in excess of 50.00 % of their absenteeism on any one day of the week on more than two occasions
2. Employees who were absent on at least 2.00 separate occasions coinciding with a public holiday
3. Employees who were absent for a continuous period in excess of 15.00 days
4. Employees who were absent on at least three occasions for two days or less where the total number of days absent exceeds three days within an eight week period
5. Medical Practitioner Summary
6. Rejected Claims Analysis
7. Employees who were not absent during the investigation period (*Not Selected*)  
(Please note, certain employees may have been off sick, but did not submit a sick certificate.)

### 1.a Employees who have Started in Excess of 50 % of their Absenteeism on any One Day of the Week on More than Two Occasions

Week Day	Employee Number	Employee Name	Incidents Per Week Day	Total Incidents	Incident %	Days Absent	Total Days	Days %
<b>Monday</b>	0010061	Mrs Employee	3	4	75.0 %	8	10	80.0 %
	0010084	Mrs Employee	3	6	50.0 %	6	10	60.0 %
	0010086	Mr Employee	3	4	75.0 %	8	10	80.0 %
	0010087	Mr Employee	3	3	100.0 %	11	11	100.0 %
	0010401	Mr Employee	3	3	100.0 %	12	12	100.0 %
	0010980	Mr Employee	4	5	80.0 %	12	15	80.0 %
	0012108	Mrs Employee	3	3	100.0 %	10	10	100.0 %
	0013330	Mrs Employee	4	5	80.0 %	17	19	89.5 %
	0015082	Mr Employee	4	5	80.0 %	8	10	80.0 %
	0020272	Mr Employee	3	5	60.0 %	4	7	57.1 %
	0020335	Mrs Employee	3	5	60.0 %	7	11	63.6 %
	0022253	Mrs Employee	3	6	50.0 %	7	13	53.9 %
	0026055	Mrs Employee	3	4	75.0 %	11	14	78.6 %
	0026453	Mrs Employee	4	4	100.0 %	10	10	100.0 %
	0026644	Mrs Employee	4	6	66.7 %	11	14	78.6 %
	0030132	Mr Employee	3	3	100.0 %	9	9	100.0 %
	0030164	Mr Employee	3	3	100.0 %	6	6	100.0 %
	0030834	Mrs Employee	5	6	83.3 %	11	13	84.6 %
	0032081	Mrs Employee	4	5	80.0 %	7	9	77.8 %
	0032939	Mr Employee	3	4	75.0 %	8	9	88.9 %
	0033187	Mrs Employee	6	8	75.0 %	20	24	83.3 %
	0033543	Mrs Employee	3	4	75.0 %	10	13	76.9 %
	0033637	Mrs Employee	3	5	60.0 %	8	13	61.5 %
	0033653	Mrs Employee	3	5	60.0 %	7	10	70.0 %
	0034115	Mrs Employee	6	12	50.0 %	19	30	63.3 %
	0034746	Mrs Employee	3	5	60.0 %	9	17	52.9 %
	0034872	Mrs Employee	3	5	60.0 %	7	10	70.0 %
	0035240	Mrs Employee	3	4	75.0 %	4	6	66.7 %
	0036058	Mr Employee	3	3	100.0 %	13	13	100.0 %
	0036825	Mr Employee	3	5	60.0 %	8	13	61.5 %
	0037332	Mrs Employee	3	6	50.0 %	5	9	55.6 %
	0037361	Mr Employee	3	6	50.0 %	4	19	21.1 %
	0037662	Mrs Employee	3	5	60.0 %	7	11	63.6 %
	0037947	Mrs Employee	3	6	50.0 %	14	18	77.8 %
	0038083	Mr Employee	3	6	50.0 %	7	12	58.3 %
	0038100	Mrs Employee	3	6	50.0 %	7	15	46.7 %
	0038105	Mrs Employee	5	7	71.4 %	11	14	78.6 %
	0038122	Mr Employee	3	4	75.0 %	5	7	71.4 %
	0040215	Mrs Employee	3	4	75.0 %	4	6	66.7 %
	0040220	Mr Employee	3	5	60.0 %	4	7	57.1 %
	0060003	Mrs Employee	3	5	60.0 %	8	11	72.7 %
	0070049	Mr Employee	3	5	60.0 %	10	12	83.3 %
	0070187	Mr Employee	4	4	100.0 %	12	12	100.0 %
	0100101	Mr Employee	4	6	66.7 %	7	10	70.0 %
	0100121	Mr Employee	3	3	100.0 %	9	9	100.0 %
	0110163	Mr Employee	3	6	50.0 %	3	9	33.3 %

## **1.b Other Employees who have Taken in Excess of 50 % of their Absenteeism on Any One Day of the Week on More than Two Occasions**

<b>Week Day</b>	<b>Employee Number</b>	<b>Employee Name</b>	<b>Days Per Week Day</b>	<b>Total Days</b>	<b>Total Incidents</b>	<b>Percentage</b>
<b>Monday</b>						
	0018050	Mrs Employee	4	8	6	50.0 %
	0030164	Mr Employee	3	6	3	50.0 %
	0035046	Mrs Employee	4	7	3	57.1 %
	0035240	Mrs Employee	3	6	4	50.0 %
	0038078	Mrs Employee	3	6	4	50.0 %
	0038081	Mrs Employee	5	9	6	55.6 %
	0040220	Mr Employee	4	7	5	57.1 %
	0130103	Mrs Employee	7	13	7	53.9 %
	0130647	Mr Employee	7	12	7	58.3 %
	0130655	Mr Employee	7	14	8	50.0 %
	0140215	Mr Employee	3	6	3	50.0 %
	0140218	Mr Employee	6	11	6	54.6 %
	0190351	Mr Employee	3	6	4	50.0 %
	0190367	Mrs Employee	3	6	4	50.0 %
	0190381	Mrs Employee	4	8	5	50.0 %
	0200130	Mr Employee	5	7	5	71.4 %
	0220201	Mr Employee	6	10	7	60.0 %
<b>Tuesday</b>						
	0010069	Mrs Employee	4	7	4	57.1 %
	0016748	Mrs Employee	4	8	5	50.0 %
	0020222	Mr Employee	3	6	3	50.0 %
	0040224	Mr Employee	3	5	5	60.0 %
	0050056	Mr Employee	4	8	5	50.0 %
	0130580	Mr Employee	3	6	5	50.0 %
	0130596	Mr Employee	3	6	4	50.0 %
	0130641	Mr Employee	3	6	4	50.0 %
	0140215	Mr Employee	3	6	3	50.0 %
	0180154	Mrs Employee	4	8	6	50.0 %
	0190367	Mrs Employee	3	6	4	50.0 %
<b>Wednesday</b>						
	0035554	Mrs Employee	3	5	3	60.0 %
	0038101	Mr Employee	3	6	3	50.0 %
	0130725	Mr Employee	3	5	4	60.0 %
	0200026	Mrs Employee	3	5	4	60.0 %
<b>Thursday</b>						
	0030216	Mrs Employee	3	4	3	75.0 %
	0035321	Mrs Employee	3	5	3	60.0 %
	0080147	Mr Employee	3	6	3	50.0 %
	0080158	Mrs Employee	3	6	4	50.0 %
	0100080	Mrs Employee	3	6	3	50.0 %
	0260014	Mr Employee	4	8	5	50.0 %
<b>Friday</b>						
	0035350	Mrs Employee	3	4	3	75.0 %
	0070019	Mrs Employee	5	5	5	100.0 %
	0070109	Mrs Employee	3	6	3	50.0 %
	0130439	Mrs Employee	4	7	4	57.1 %
	0190373	Mrs Employee	5	10	6	50.0 %
	0230114	Mrs Employee	3	6	3	50.0 %

## **2. Employees who were Absent on at Least Two Separate Occasions Coinciding with a Public Holiday**

Please note, for this section any period of sick leave that commenced within four days prior to or one day after a public holiday has been included.

<b>Employee Number</b>	<b>Employee Name</b>	<b>Incidents</b>	<b>Days Absent</b>
0037248	Mrs Employee	3	4
0037947	Mrs Employee	3	4
0140241	Mr Employee	3	4
0220204	Mr Employee	3	4
0037002	Mr Employee	3	5
0021296	Mrs Employee	3	6
0060064	Mrs Employee	3	6
0033187	Mrs Employee	3	7
0040188	Mrs Employee	3	15
0034021	Mrs Employee	2	2
0038078	Mrs Employee	2	2
0130641	Mr Employee	2	2
0010080	Mr Employee	2	3
0020721	Mrs Employee	2	3
0035266	Mrs Employee	2	3
0036003	Mrs Employee	2	3
0036168	Mrs Employee	2	3
0037866	Mrs Employee	2	3
0038083	Mr Employee	2	3
0060087	Mr Employee	2	3
0080149	Mr Employee	2	3
0100003	Mr Employee	2	3
0130621	Mrs Employee	2	3
0130647	Mr Employee	2	3
0140235	Mr Employee	2	3
0190344	Mr Employee	2	3
0200026	Mrs Employee	2	3
0021487	Mrs Employee	2	4
0029971	Mrs Employee	2	4
0038111	Mrs Employee	2	4
0100107	Mr Employee	2	4
0130717	Mrs Employee	2	4
0026314	Mrs Employee	2	5
0036265	Mrs Employee	2	5
0036294	Mrs Employee	2	5
0038105	Mrs Employee	2	5
0100124	Mrs Employee	2	5
0031671	Mrs Employee	2	6
0033925	Mrs Employee	2	6
0034092	Mrs Employee	2	6
0100114	Mrs Employee	2	6
0120139	Mr Employee	2	6
0130566	Mr Employee	2	6
0037879	Mrs Employee	2	7
0038093	Mrs Employee	2	7
0190151	Mrs Employee	2	7
0038115	Mr Employee	2	8
0037361	Mr Employee	2	10

### **3. Employees who were Absent for a Continuous Period in Excess of Fifteen Days**

Identifies employees who are potential longer-term claimants.

<b>Employee Number</b>	<b>Employee Name</b>	<b>Age Last Birthday</b>	<b>Days Absent</b>	<b>Incidents</b>	<b>Direct Cost</b>
	<b>* Diagnosis Detail</b>				
0021348	Mrs Employee	50			
	* L13 - Hip symptom / complaint		22	1	R 4,678
	* Unknown		20	1	R 4,253
0031671	Mrs Employee	42			
	* Unknown		33	1	R 7,311
0035541	Mrs Employee	44			
	* Unknown		42	1	R 8,086
0038071	Mrs Employee	29			
	* Unknown		32	1	R 6,778
0038093	Mrs Employee	31			
	* D73 - Gastroenteritis presumed infection		23	1	R 4,649
0038115	Mr Employee	29			
	* L02 - Back symptom / complaint		23	1	R 4,871
0070015	Mr Employee	62			
	* Unknown		23	1	R 45,261
0110134	Mrs Employee	32			
	* Unknown		30	1	R 7,007
0190090	Mr Employee	55			
	* B73 - Leukaemia		17	1	R 14,114
0200120	Mrs Employee	26			
	* W05 - Pregnancy vomiting / nausea		32	1	R 16,541
0230110	Mr Employee	35			
	* A80 - Trauma / injury NOS		31	1	R 8,705
0240005	Mr Employee	49			
	* Unknown		30	1	R 9,113

#### **4. Employees who were Absent on at Least Three Occasions for Two Days or Less where the Total Number of Days Absent Exceeds Three Days Within an Eight Week Period**

Employee Number	Employee Name	Age Last Birthday					
* Eight Week Period							
	Number	Initial Day	Last Day	Days Absent	Direct Cost		
0010083	Mrs Employee	44					
	* Eight Week Period One						
	1	05/09/2007	06/09/2007	2	R 623		
	2	16/10/2007	16/10/2007	1	R 311		
	3	25/10/2007	25/10/2007	1	R 311		
0012739	Mrs Employee	56					
	* Eight Week Period One						
	1	19/06/2007	20/06/2007	2	R 497		
	2	22/06/2007	22/06/2007	1	R 249		
	3	12/07/2007	13/07/2007	2	R 497		
0016638	Mrs Employee	52					
	* Eight Week Period One						
	1	15/01/2007	16/01/2007	2	R 474		
	2	16/01/2007	17/01/2007	2	R 474		
	3	09/02/2007	09/02/2007	1	R 237		
	4	28/02/2007	28/02/2007	1	R 237		
	* Eight Week Period Two						
	1	09/05/2007	09/05/2007	1	R 237		
	2	30/05/2007	30/05/2007	1	R 237		
	3	11/06/2007	11/06/2007	1	R 237		
	4	29/06/2007	29/06/2007	1	R 237		
0020297	Mr Employee	27					
	* Eight Week Period One						
	1	07/06/2007	07/06/2007	1	R 377		
	2	28/06/2007	28/06/2007	1	R 377		
	3	10/07/2007	11/07/2007	2	R 753		
	4	26/07/2007	26/07/2007	1	R 377		
0020335	Mrs Employee	23					
	* Eight Week Period One						
	1	04/05/2007	04/05/2007	1	R 360		
	2	21/05/2007	22/05/2007	2	R 719		
	3	11/06/2007	12/06/2007	2	R 719		
0021487	Mrs Employee	48					
	* Eight Week Period One						
	1	10/04/2007	11/04/2007	2	R 443		
	2	19/04/2007	19/04/2007	1	R 221		
	3	06/05/2007	07/05/2007	1	R 221		
	4	04/06/2007	05/06/2007	2	R 443		
	* Eight Week Period Two						
	1	23/08/2007	23/08/2007	1	R 221		
	2	13/09/2007	13/09/2007	1	R 221		
	3	25/09/2007	26/09/2007	2	R 443		
0028765	Mrs Employee	41					
	* Eight Week Period One						
	1	06/05/2007	07/05/2007	1	R 222		
	2	04/06/2007	05/06/2007	2	R 443		
	3	21/06/2007	22/06/2007	2	R 443		

## 5. Medical Practitioner Summary

Doctor	Total Incidents	Total Days	Average Duration	Average Incidents	Total Employees	Total Incidents
						<b>* Top 5 Diagnosis Codes</b>
1511912 - Doctor	44	90	2.1	2.2	20	
						* Unknown 7
						* D73 - Gastroenteritis presumed infection 4
						* L86 - Back syndrome with radiating pain 4
						* R80 - Influenza 4
						* P02 - Acute stress reaction 3
1449281 - Doctor	38	74	2.0	1.7	22	
						* D73 - Gastroenteritis presumed infection 10
						* D87 - Stomach function disorder 5
						* R78 - Acute bronchitis / bronchiolitis 4
						* L88 - Rheumatoid / seropositive arthritis 3
						* N89 - Migraine 3
1463934 - Doctor	38	94	2.5	2.2	17	
						* K86 - Hypertension uncomplicated 8
						* R78 - Acute bronchitis / bronchiolitis 6
						* D73 - Gastroenteritis presumed infection 4
						* R80 - Influenza 4
						* Unknown 4
1461257 - Doctor	37	79	2.1	2.1	18	
						* R80 - Influenza 12
						* R78 - Acute bronchitis / bronchiolitis 4
						* Unknown 4
						* D73 - Gastroenteritis presumed infection 3
						* L86 - Back syndrome with radiating pain 2
1533053 - Doctor	36	72	2.0	1.4	26	
						* R80 - Influenza 8
						* Unknown 8
						* A29 - General symptom / complaint other 4
						* D73 - Gastroenteritis presumed infection 4
						* P74 - Anxiety disorder / anxiety state 3

## **7. Employees who were Not Absent during the Investigation Period**

Please note, certain employees may have been off sick, but did not submit a sick certificate.

<b>Employee Number</b>	<b>Employee Name</b>	<b>Initial Classification</b>	<b>Date of Employment</b>	<b>Age Last Birthday</b>	<b>Last Day of Illness</b>
0110007	Mrs Employee	Classification 1-060	01/04/1964	60	
0020046	Mr Employee	Classification 1-092	23/03/1971	55	
0190070	Mr Employee	Classification 1-061	01/08/1971	62	
0020110	Mr Employee	Classification 1-064	01/11/1971	54	
0190302	Mrs Employee	Classification 1-049	03/01/1973	49	
0010100	Mr Employee	Classification 1-038	28/03/1973	55	
0190005	Mr Employee	Classification 1-070	15/01/1975	58	
0012328	Mrs Employee	Classification 1-039	26/01/1978	56	
0020230	Mrs Employee	Classification 1-049	17/04/1978	45	
0220068	Mr Employee	Classification 1-078	01/09/1978	55	
0011031	Mr Employee	Classification 1-088	20/11/1978	56	
0010744	Mr Employee	Classification 1-049	15/01/1979	62	
0010825	Mr Employee	Classification 1-022	13/08/1979	51	
0110053	Mrs Employee	Classification 1-062	14/04/1980	59	
0014818	Mr Employee	Classification 1-022	07/04/1981	57	
0130081	Mrs Employee	Classification 1-061	20/08/1981	44	
0180034	Mr Employee	Classification 1-092	01/02/1982	49	
0120013	Mrs Employee	Classification 1-060	16/05/1983	44	
0030044	Mr Employee	Classification 1-070	11/07/1983	44	
0130153	Mr Employee	Classification 1-077	11/10/1983	43	
0020023	Mrs Employee	Classification 1-061	01/02/1984	48	
0200010	Mrs Employee	Classification 1-079	16/02/1984	53	
0020381	Mr Employee	Classification 1-062	27/02/1984	50	
0120090	Mrs Employee	Classification 1-045	11/06/1984	42	
0130100	Mrs Employee	Classification 1-061	07/01/1985	47	
0020082	Mr Employee	Classification 1-052	01/09/1985	55	
0021568	Mrs Employee	Classification 1-033	05/01/1987	42	
0026301	Mrs Employee	Classification 1-039	01/04/1987	44	
0180001	Mrs Employee	Classification 1-092	19/10/1987	47	
0200012	Mrs Employee	Classification 1-059	01/05/1988	48	
0230054	Mr Employee	Classification 1-064	01/02/1990	51	
0230030	Mr Employee	Classification 1-086	09/07/1990	42	
0190064	Mr Employee	Classification 1-078	11/02/1991	47	
0130060	Mr Employee	Classification 1-058	01/03/1991	43	
0190126	Mr Employee	Classification 1-071	01/11/1991	48	
0030152	Mr Employee	Classification 1-032	01/06/1992	51	
0070008	Mr Employee	Classification 1-013	09/07/1992	43	
0110040	Mrs Employee	Classification 1-079	04/01/1993	49	
0040002	Mr Employee	Classification 1-058	18/01/1993	36	
0220024	Mrs Employee	Classification 1-071	01/06/1993	41	
0120035	Mr Employee	Classification 1-086	04/10/1993	58	
0040074	Mrs Employee	Classification 1-020	01/11/1993	44	
0130189	Mrs Employee	Classification 1-061	12/01/1994	39	
0033608	Mrs Employee	Classification 1-026	28/02/1994	40	
0033828	Mrs Employee	Classification 1-041	28/02/1994	42	
0033860	Mrs Employee	Classification 1-042	28/02/1994	45	
0180129	Mrs Employee	Classification 1-026	28/02/1994	37	
0190094	Mrs Employee	Classification 1-070	01/03/1994	55	
0034131	Mr Employee	Classification 1-024	08/08/1994	45	
0220064	Mrs Employee	Classification 1-070	01/01/1995	40	