How is Sick Leave in the School Level Report (SLR) calculated?

The Workforce Analysis and Reporting unit downloads sick leave data for all staff including teaching staff (TSS) and Education Support staff (ES) from HRMS once per year, usually in mid-March. The data downloaded for all staff includes sick leave data and the staff member’s details (eg classification; time fraction) for the period of sick leave recorded on HRMS for the previous calendar year.

The formula used to calculate the average number of sick leave days per Teaching Service staff (TSS) member in school ‘X’ is:

\[
\text{Total sick leave days taken by TSS at school ‘X’} \div \text{FTE of TSS at school ‘X’}
\]

Where

1. \(\text{FTE of TSS at school ‘X’}\) is the sum of the time fractions of all TSS at school ‘X’ as at the last pay in June of the year (based on Annual Report data).
2. \(\text{Total sick leave days taken by TSS at school ‘X’}\) is the sum of all leave type 525 and 526 (sick leave with and without a medical certificate respectively)
3. TSS includes all Principal class staff, Teachers and Paraprofessionals.

For Education Support staff (ES) the formula is also used, replacing TSS with ES.

Some examples:

- Mary was a full-time teacher at school ‘X’ in 2008 and took 5 sick days. For school ‘X’ 2008 TSS sick leave, she will be counted as 1 in the denominator and 5 in the numerator.
- Betty was a part-time ES staff member at school ‘Y’ (0.5 FTE) in 2008 and took 5 sick days. For school ‘Y’ ES sick leave, she will be counted as 0.5 in the denominator and 5 in the numerator.
- In 2008, John was a full-time teacher at school ‘X’ until May, when he transferred to school ‘Y’ where he remained for the rest of the year. He took 3 sick days at school ‘X’ and 4 at school ‘Y’.
  - For school ‘X’ 2008 TSS sick leave he will be counted as 0.0^ in the denominator and 3 in the numerator;
  - For school ‘Y’ 2008 TSS sick leave he will be counted as 1.0^ in the denominator and 4 in the numerator.
  ^ Note: the FTE figure is based on the staff member’s location as at the last pay in June.
- Bill was a full-time teacher at school ‘X’ in 2008 until he retired from the Department in September 2008. Up until his retirement he had taken 11 sick days in 2008. For school ‘X’ 2008 TSS sick leave he will be counted as 1 in the denominator and 11 in the numerator.
- Barbara was a full-time teacher at school ‘X’ in 2008 and took 5 sick days, but the fifth day was not recorded on HRMS until 25th March 2009. For school ‘X’ 2008 TSS sick leave she will be counted as 1 in the denominator and only 4 in the numerator because the fifth day had not been recorded by mid-March 2009. Furthermore, because only one snapshot of sick leave data is taken each year this day of sick leave will never be recorded in the rate of sick leave for the school.
Frequently Asked Questions

What sort of leave is included?
Only sick leave with and without a certificate (codes 525 and 526).

If a TSS or ES takes a lot of sick leave in my school, but leaves or moves to another before the last pay in June, their leave is included in my school's figures, but their FTE is not, making my figures look bad.
That is true, but the majority of staff leaving or changing schools during the year will be replaced, so your total FTE should not fall. Note that from 2008, if a new staff member has accrued sick leave in the same year prior to starting at the new school, their sick leave will not be counted against the new school (as was the case pre-2008).

Is WorkCover leave included?
WorkCover leave is not considered as sick leave.
Technically, staff on WorkCover leave supply a Certificate of Incapacity that is completed by their treating practitioner. These certificates can be issued by a range of providers, not just doctors. Certificates issued by some of these providers would not be accepted by DEECD in support of sick leave absence.

What if my school didn’t enter sick leave onto HRMS until late March?
The sick leave will never show up in the SLR because the snapshot of HRMS data is taken mid-March. In such cases, schools can run reports for each staff member on HRMS and calculate their own averages for discussion in the Annual Report.

The sick leave figures in the SLR do not match those on CASES21.
As HRMS contains the official record of employment, the figures in the SLR are considered to be more accurate.

How can a school check what leave might have been included?
The first step is to run a Departmental Leave Summary report from HRMS. The report can be found on the panel:
- Compensate Employees – Administer Leave
- Click on the Report menu and select: Departmental Leave Summary from the drop-down list
- Enter ‘50’ in the plan type and leave the absence type blank
- Enter 1-January as the Absence From Date and 31-December as the Absence Thru Date
- Run the report.
The report that prints will include each sick leave entry for each staff member. As the SLR only includes sick leave, ignore Carer’s leave. To convert duration hours taken to days, divide by 7.6.