

FREEDOM OF INFORMATION ACT, 1991
YOUR RIGHTS TO REVIEW AND APPEAL

1. INTERNAL REVIEW

If you are dissatisfied or "aggrieved" with certain decisions or "determinations" of an agency/council/university (regarding access to documents or amendment of records), under S.29 and S.38 of the Freedom of Information Act (SA), 1991, you can apply to the agency/council/university concerned for an internal review of its determination.

To apply for an internal review of a determination you must write a letter addressed to the Principal Officer or lodge an internal review application form with the same agency/council/university as made the determination. This also must be addressed to the Principal Officer. The application must be accompanied by the appropriate fee (if applicable). The application should be lodged within 30 days of the original determination.

The agency/council/university will undertake its internal review and advise you of its decision within 14 days of receipt of the application.

There is no right to an internal review of a determination made by a Minister or Principal Officer of an agency/council/university.

2. INVESTIGATION BY THE OMBUDSMAN

After an internal review has been completed, if you are still dissatisfied with the agency/council/university's determination, you can request an external review by the Ombudsman SA of the determination. The Ombudsman is empowered to investigate the conduct of any person or body in relation to a determination made by an agency/council/university under this Act.

You may also request an external review by the Ombudsman if you have no right to an internal review.

The application for review by the Ombudsman should be lodged within 30 days after the date of a determination. However, the Ombudsman can extend this time limit at their discretion.

Investigations by the Ombudsman are free. Further information is available from the Office of the Ombudsman.

3. REVIEW BY SOUTH AUSTRALIAN CIVIL AND ADMINISTRATIVE TRIBUNAL

You have a right to apply for a review by SACAT if you are unhappy with:

- a determination not subject to Internal Review
- an Internal Review determination, or
- the outcome of a review by the Ombudsman SA.

You must exercise your right of review with SACAT within 30 calendar days after being advised of the above types of determinations or the results of a review. Any costs will be determined by SACAT, where applicable.

For more information contact SACAT - Phone: 1800 723 767 Email: sacat@sacat.sa.gov.au



WORKFORCE SERVICES

Requestor	Janine Hammat
Title	FOI2022-00068 Sick Leave Document Discovery
Date of request	26/09/2022
Purpose	FOI Request
Location of work	..\\..\\..\\2.06 FOI\FOI2022-00068

Notes

- > Data extracted from C21 on 06/10/2022
- > Requested number of days and employee count of sick leave taken from 1 January 2019 to 30 September 2022. From March 2020 records to be displayed indicating those for COVID-19, those for COVID-19 contact and standard sick leave.
Further request for number of days and staff with time taken off for adverse reactions to COVID-19 vaccines and COVID-19 vaccine related injuries.
- > **Please Note:** Sick Leave data is not available in days, it is recorded in hours by SSSA.
Sick leave data is not available with identifying reason codes until January 2022 when the codes were implemented COVID-19, COVID-19 Dependant and Standard.
Nursing staff utilise Personal Carers Leave (PERS) wich may include Family Leave, Urgent Pressing Necessity, Moving House Days, Care of Sick Child, Carers Leave and Sick Leave as per the award arrangements.
May not include records that have not yet been entered for September 2022 or prior adjustments
- > Records extracted from C21 LVE screen for SIC & PERS leave types from January 2019.
- > Leave records identified by the start date. Due to this, the data does not take into account records that span over multiple months or end of year and are solesly based on the start date of the leave record, so may not indicate actual hours taken per month.
- > These records do not hold details of vaccine reactions or vaccine related injuries, this data is not available.
- > Inclusions: All agencies and staff records for the period from 1 January 2019 to 30 September 2022
- > Exclusions: Agency Staff and Contractors
- > Reliant on acurate and timely HR processing to SSSA for data accuracy

It should be assumed the figure derived is an estimate unless you have evidence that it is an exact measure

Confidentiality

Data may not be published, or released to any party external to SA Health, without appropriate authority from the Department of Health and Wellbeing.

While care has been taken to ensure that the material contained in this document is up-to-date and accurate, Workforce Services accepts no responsibility for the accuracy or completeness of the material, or for outcomes related to use of the material.

Data to be used only for the purpose supplied and should be destroyed after use. Workforce Services retains a copy of all data released.

Records extracted from the leave screen C21 (LVE) 6/10/2022 including all records identified for SIC (Sick Leave) and PERS (Personal Carers Leave; for nursing staff only) Leave Reason codes identifying COVID-19 related absences commenced January 2022, prior use of these codes relates to late/early entries or adjusted records Reason Codes used are: COVID-19 (Dependant) and Standard, records entered prior to January 2022 with no reason code applied have been identified as Unk/Std Sick leave is not recorded in days, SSSA record hours taken only and enter through the days record to obtain a system default days record Leave records identified by start date of the leave record. This data does not take into account records that span over multiple months or end of year and are solely based on the start date of the leave record. Nursing staff utilizing PERS (Personal Carers Leave) may include periods of Family Leave, Urgent Pressing Necessity, Moving House Days, Care of Sick Child, Carers Leave and Sick Leave. Reliant on accurate and timely processing to SSSA for data accuracy

Sick Leave Hours Taken and Number of Employees who took sick leave Jan 2019 to Sep 2022

Month	2019		2020		2021		2022	
	Hours Sick	No of Emps	Hours Sick	No of Emps	Hours Sick	No of Emps	Hours Sick	No of Emps
Jan	159,817	10,944	166,177	11,422	160,469	11,009	229,646	12,118
Feb	180,194	12,368	191,098	12,577	193,442	12,767	213,880	13,044
Mar	187,962	12,708	223,635	12,786	221,391	14,359	304,687	16,135
Apr	193,810	12,626	151,510	9,677	190,412	12,777	283,380	15,029
May	239,718	15,022	185,684	12,353	248,728	15,423	350,874	17,611
Jun	208,076	13,530	209,153	13,552	230,881	14,696	306,197	16,398
Jul	242,140	14,706	230,897	14,235	225,661	13,851	363,567	17,514
Aug	232,224	14,689	237,263	14,175	232,297	14,668	299,395	16,590
Sep	231,179	14,236	211,909	13,364	220,244	14,550	160,613	11,461
Oct	202,583	13,504	199,271	12,956	210,316	13,579		
Nov	200,702	13,494	212,841	13,061	237,598	15,186		
Dec	173,598	11,860	168,425	11,587	197,348	13,254		

Sick Leave Hours Taken with Reason Code Description and Number of Employees who took sick leave Jan 2022 to Sep 2022

Month	2022	
	Reason Code Desc	No of Emps
Jan	COVID-19	1,001
	COVID-19 (Dependant)	220
	Individual Needs & Resp	3
	Standard	10,992
	Unk/Std	334
Jan Total	229,646	12,118

Feb	COVID-19	18,532	610
	COVID-19 (Dependant)	4,717	200
	Individual Needs & Resp	16	2
	Standard	190,160	12,478
	Unk/Std	455	12
	Feb Total	213,880	13,044
Mar	COVID-19	56,686	1,937
	COVID-19 (Dependant)	9,112	463
	Individual Needs & Resp	8	1
	Standard	238,619	14,607
	Unk/Std	262	12
	Mar Total	304,687	16,135
Apr	COVID-19	68,588	2,631
	COVID-19 (Dependant)	6,413	372
	Individual Needs & Resp	49	2
	Standard	208,067	13,035
	Unk/Std	263	16
	Apr Total	283,380	15,029
May	COVID-19	75,486	2,575
	COVID-19 (Dependant)	4,794	272
	Individual Needs & Resp	108	7
	Standard	270,126	15,877
	Unk/Std	360	15
	May Total	350,874	17,611
Jun	COVID-19	56,005	2,009
	COVID-19 (Dependant)	3,022	175
	Standard	246,929	15,038
	Unk/Std	241	10
	Jun Total	306,197	16,398
Jul	Care of Sick Child Dep	15	2
	COVID-19	97,749	3,233
	COVID-19 (Dependant)	3,690	198
	Individual Needs & Resp	34	2
	Standard	261,728	15,400
	Unk/Std	351	15
	Jul Total	363,567	17,514
Aug	COVID-19	37,712	1,302
	COVID-19 (Dependant)	1,910	101
	Individual Needs & Resp	10	2
	Standard	259,550	15,724
	Unk/Std	213	8
	Aug Total	299,395	16,590

Sep	COVID-19	6,476	252
	COVID-19 (Dependant)	191	18
	Individual Needs & Resp	4	1
	Standard	153,876	11,275
	Unk/Std	68	2
Sep Total		160,613	11,461