

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Australian Electoral Commission

Budget Estimates Hearings, 25-26 May 2005

Question: F56

Outcome: Australian Electoral Commission

Topic: Unscheduled absences – Australian Electoral Commission

Written Question on Notice: 6 June 2005

Senator Mason asked:

For each of the last four financial or calendar years for which this information is available:

- (1) (a) what was the average number of sick leave days taken per full-time equivalent employee;
 - (b) what was the average number of days of unscheduled absence (encompassing all types of leave) taken per full-time equivalent employee.
- (2) Does the agency collect, collate and analyse data about unscheduled absence and/or sick leave, for example, which days of the week that employees are away, reasons for absence, dates of absence, employee's age, gender, length of service and work unit location?
- (3) Does the agency record the number and/or percentage of working days lost due to unscheduled absence and/or sick leave in the Annual Report?
- (4) Does the agency record the cost of unscheduled absence and/or sick leave in annual financial statements?

Answer:

The AEC advises as follows:

(1) (a)

Year	Type of unscheduled absence	Average days per FTE
2003/2004	Sick leave	9.1
2002/2003	Sick leave	9.0
2001/2002	Sick leave	8
2000/2001	Sick leave	7.43

(1) (b)

Year	Type of unscheduled absence	Average days per FTE
2003/2004	All	11.6
2002/2003	All	11.7
2001/2002	All	10.21

2000/2001	All	9.63
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(2) The AEC currently collects, collates and analyses data about unscheduled absence including:

- For personal leave - the day, date and duration of the leave, the type of leave taken, the specific reason for the leave (eg. bereavement, carer's responsibilities, exceptional circumstances etc.).
- For sick leave – the day, date and duration of the leave, whether it is with or without a medical certificate, and whether it is a compensable or non-compensable injury.

(3) The agency currently collects and analyses the number and percentage of working days lost due to unscheduled absence and/or sick leave but it is not represented in the Annual Report.

(4) The AEC does not record the cost of unscheduled absence and/or sick leave as a separate category in annual financial statements, these costs are recorded in with salary costs.