



HEADQUARTERS
Calton House
5 Redheughs Rigg
EDINBURGH
EH12 9HW

Our Ref **FOI HQ 19081**

22 August 2019

Dear

Thank you for your request dated July 24th 2019 under the Freedom of Information (Scotland) Act 2002 (FOISA) for:

***RF1** Sickness absence data including the number of working days lost to sickness per department for Scottish Prison Service employees (2015-Present)?*

***RF2** A breakdown of the causes/reasons for sickness absence (2015-Present)?*

***RF3** A breakdown of the costs of sickness absence per department (2015-Present)?*

Please note, for the purpose of this request we have interpreted the term *department* to refer to SPS establishments, i.e. Barlinnie, Central Stores, Corton Vale, Dumfries, Edinburgh, Glenochil, Grampian, Greenock, Headquarters, Inverness, Low Moss, Open Estates, Perth, Polmont, Shotts, SPS College.

In relation to the causes/reasons for sickness absence, due to the vast amount of sick causes and to better meet your request we have grouped the reasons in the following seven sick reason groups, i.e. Cardio Thoracic, Gastro Intestinal, Medical Operation, Mental Health, Minor Illness, Musculo Skeletal, Other Sickness.

With regard to the working days lost, please note that we are required by the Cabinet Office to report sick absence days in working days using the conversion algorithm, i.e. Calendar Days (divided by) 365 (multiplied by) 225. The sick days in the Annex reflect working days.

RF1 Response Information contained in Annex 1.

RF2 Response Information contained in Annex 1.

RF3 Response Following a search of our paper and electronic records, we have established that the information you require is not held by the Scottish Prison Service.

We have now completed our search for the information you request, and a copy is enclosed.

If you are unhappy with this response to your request, you may ask us to carry out an internal review, by writing to The Chief Executive, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW. Your request should explain why you wish a review to be carried out, and should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

Yours sincerely