



An Roinn Gnóthaí Eachtracha agus Trádála
Baile Átha Cliath 2

Department of Foreign Affairs and Trade
Dublin 2

Our Ref: FoI /Req/2016/047

12 May 2016

Ms Aisling Scally
Irish Daily Mail
Embassy House
Herbert Lane
Ballsbridge
Dublin 2

Dear Ms Scally,

I refer to your request under the Freedom of Information Act 2015 dated 14 April 2016 for records held by the Department as follows:

- (1) *The number of staff sick days for the calendar years 2014, 2015 and so far for 2016.*
- (2) *The cost of temporary/ substitute cover, if any, for those on sick leave during the periods specified above.*

I refer also to the acknowledgement of your request which was sent to you on 27th April 2016. I am the responding officer in this case.

Some 1,400 people work for the Department of Foreign Affairs and Trade at home and abroad, including a multinational workforce of locally engaged staff. Staff work in over forty languages daily, in offices located across fourteen time zones. 60% of staff are directly engaged in providing services to Irish citizens and business, or delivering aid to some of the poorest and most vulnerable people in the world. The majority of staff in the Department work a five day week pattern, Monday to Friday. However, sick leave is counted on the basis of a seven day week. Absence over a week-end would account for a higher period of absence. *Certified days* refer to periods of sick leave which have been certified by a medical practitioner. *Self-certified* absences are periods of sick leave of three days or less where a medical certificate is not required.

The information you requested is set out in the table below. There is no extra cost for temporary or substitute staff as staff absent due to illness are not replaced for the duration of their absence.

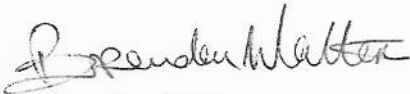
	Certified days	Self-certified days	Total
2014	7,204	573	7,777
2015	7,227	553	7,780
2016 (to 21 st April)	2,227	193	2,240

Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, Harcourt Street, Dublin 2 or by email to foi@dfat.ie.

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of staff of this Department.

Yours sincerely,



Brendan Watters
Human Resources Section