

## SUMMARY

Dec. 2010

### **SHORT TERM ILLNESS AND INJURY PLAN USAGE REVIEW**

The ministry requested that the Office of the Comptroller General-Internal Audit and Advisory Services conduct a review of the ministry policies and procedures that had been created to mitigate the increased usage of sick leave within the Regional Services Division.

In 2006, the division experienced 67 percent higher sick leave than the rest of the BC Public Service. Of that 67 percent, approximately half was explained by the characteristics of the employee's age, gender and classification. However, the ministry was uncertain what factors contributed to the remaining disparity.

The goal of the review was to assess the effectiveness of an internally developed plan to influence sick leave usage within the division.

The review evaluated:

- Accountabilities and processes related to sick leave management;
- The application and implementation of the Attendance Support Plan;
- The reasons for the decrease in sick leave use from prior years; and
- Demographics and vocational issues that contribute to sick leave.

The review, completed in March 2009, found that the administrative steps taken by the division have been effective, reducing the number of days of sick leave taken by employees from a high of 14.43 in 2006 to 10.82 at the time of our review.

A series of recommendations was developed by Internal Audit and Advisory Services with the intent to further reduce sick leave. Ministry executive staff accepted the recommendations and have developed a plan for execution.

The ministry has completed the majority of recommendations and once all recommendations are implemented, in concert with the other actions the ministry has introduced, it is anticipated that continued cost savings will occur.

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