

National Business Group on Health

EMPAQ[®]

DATA DICTIONARY

Incidental and Total Absences



EMPAQ[®]
Employer Measures of Productivity, Absence and Quality™

EMPAQ[®] Incidental and Total Absence Metrics

Incidental Absence:

Metric	Calculation
Total Lost Workdays per Employee	$= \frac{\text{Paid Incidental Sick Days} + \text{Unpaid Incidental Sick Days}}{\text{Average Number of Active Employees Covered for Incidental Absence}}$

Total Absence:

Metric	Calculation
Total Wage Replacement as a Percent of Payroll	$= \frac{\text{Total STD Benefits Paid} + \text{Total LTD Benefits Paid} + \text{Total Indemnity Costs for WC Indemnity Claims}}{\text{Total Payroll}}$

Definitions

Average Number of Active Employees Covered for Incidental Absence: The average number of active U.S.-based employees who are covered for incidental sick day absence leave during the reporting period.

Unpaid Incidental Sick Days: The number of unpaid sick days or PTO unplanned/unscheduled days that were taken during the reporting period. For employers that utilize a PTO bank, do not capture days in this element unless they are unpaid.

Paid Incidental Sick Days: The number of paid sick days or PTO unplanned/unscheduled days that were taken during the reporting period. For employers that utilize a PTO bank, use unplanned or unscheduled days if leave is not discretely identified as a sick day. Exclude days approved for another type of benefit (STD, WC or FMLA).

Wage Replacement as a Percentage of Payroll: The total cost of wage replacement benefits (i.e., indemnity payments) paid during the reporting period under STD, LTD and WC indemnity programs divided by the total gross W2 payroll.

Other Helpful Definitions

Incidental Absence: Any unplanned time an employee misses from work. Generally, the absence is less than 5 days in duration and given the unplanned nature, is not predictable. It does not include an intermittent absence that is covered under a Family Medical Leave.