

## John Morley (Public Health Wales)

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**From:** FOI (Public Health Wales)  
**Subject:** FW: FOI request  
**Importance:** High

Regarding your request for information under the Freedom of Information Act detailed below in italics.

I enclose a table detailing the Public Health Wales answers compiled by WCISU and the ESR team.

**Please note that the ESR system does not hold the numbers of individual days allocated but only the number of episodes of special leave granted.**

Therefore we do not hold part of the information requested, therefore we are unable to answer how many days 1, 2 or 3 were allocated only the instances.

*I'd like to know, under the Special leave policy,*

- 1. how many applications have been made for special leave, and also how many days have been granted over the past year, (2 years if possible) i.e. how many times was 1 day granted, how many times was 2 days granted, and how many times 3 days was granted.*
- 2. I'm particularly interested in the data from WCISU. However, to establish that PHW is applying the policy consistently and fairly across the organisation, the same data for other divisions would be useful. (I assume that all NHS employers should also compare data to ensure consistent application of the policy)*

### WCISU Organisation Absence - Special Leave from 01 April 2014 to 26 June 2015

	2014/15	1st
Total number of employees in WCISU	21	
Total number of special leave requests received in a year	3	
Total number of days granted in a year	3	
Total number of employees who did not make a special leave request in a year	17	

### Organisation Absence - Special Leave from 01 April 2014 to 31 March 2015

Org L3	Org L4	Organisation	Headcount	Abs Occurr
028 Corporate Division	028 CC01 Corporate Admin Staff	028 CC01 Corporate Admin Staff	7	2
	028 CF01 Finance	028 CF01 Finance	23	1
	028 CH01 HR	028 CH01 HR	18	6
	028 CH02 POD	028 CH02 POD	5	2



		028 PHW Powys LPH Core PR42	6	5
		028 PHW Swansea Healthy Schools PT61	5	3
		028 PR09 North Wales PH Core	37	14
		028 PR11 AB PH Core	21	1
<b>028 Screening Services Division</b>	<b>028 Bowel Screening Section</b>	028 PR61 HD PH Core	18	5
		028 SS Bowel Admin	11	1
		028 SS N Wales Administration	15	6
		028 SS N Wales Radiography	25	6
		028 SS S Wales Administration	21	15
		028 SS S Wales Radiography	38	9
		028 SS W Wales Administration	14	2
		028 SS W Wales Radiography	22	9
		028 SS CSAD Bro-Taf	19	8
	<b>028 Cervical Screening Section</b>	028 SS CSAD Dyfed Powys HA	7	2
		028 SS CSAD North Wales HA	11	7
		028 SS Cervical Laboratories	34	7
		028 SS Cervical Screening Nurse Manager	8	1
	<b>028 New Born Hearing Screening Section</b>	028 SS NBH Bro-Morgannwg	13	2
		028 SS NBH Cardiff & Vale NHS Trust	23	3
		028 SS NBH North East Wales NHS	12	12
	<b>028 PHW SAAY SS Screening IT</b>	028 PHW SAAY SS Screening IT	17	9
		028 SS SUA4 Abdominal Aortic Aneurysm	30	19
	<b>028 SS SUA4 Abdominal Aortic Aneurysm</b>	028 SS Screening Management	20	1

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If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust. The Information Commissioner can be contacted at:

Information Commissioner for Wales  
2nd Floor  
Churchill House  
Churchill Way  
Cardiff  
CF10 2HH  
Telephone: 029 2067 8400  
Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

**Kind regards**

**John**

**Ivor John Morley**

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Information Governance Manager, Public Health Wales, Temple of Peace and Health, Cardiff  
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Rydym yn croesawu gohebiaeth yn y Gwmraeg neu'r Saesneg  
We welcome correspondance in Welsh or English

**#S4L2016**

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