

FOI Release

Information released under the Freedom of Information Act

Title: Number of days of special paid leave granted by BIS in each of the three last financial years

Date of release: 12 December 2012

Information request

Number of days of special paid leave granted by the department in each of the three last financial years

Information released

The information below is for the 2010/2011 2011/2012 and 2012 to date financial years and has been broken down into types of special paid leave.

Responsibility for recording special paid leave falls to individuals and their line managers, who should input the reason for this leave on the Department's HR system. The information provided relates to this centrally held information. It is therefore possible that other members of staff may have been granted special paid leave during this period which has not been recorded, or has been recorded incorrectly.

2010/2011 financial year (1 April 2010 – 31 March 2011)

Type of Absence	Reason for Absence	Total No. Days
Special leave with pay	Emergency leave	33
	Informal volunteering activity	1
	Special leave for domestic reasons	20
	Voluntary public service	1
Total		55

2011/2012 financial year (1 April 2011- 31 March 2012)

Type of Absence	Reason for Absence	Total No. Days
Special leave with pay	Emergency leave	76
	Informal volunteering activity	2
	Participating in sporting events	2
	Professional qualifications	6
	Serving as witness or on jury service	13
	Special leave for domestic reasons	113
	Training - further education	9
	Voluntary public service	13
	Total	

2012 financial year to date (1 April 2012 -30 November 2012)

Type of Absence	Reason for Absence	Total No. Days
Special leave with pay	Emergency leave	55.5
	Serving as witness or on jury service	48
	Special leave for domestic reasons	72
	Training courses - voluntary public service	1
	Voluntary public service	7
Total		183.5