

## **Information Released under Freedom of Information Act**

**Subject:** Request for statistics on the number of Special Leave days granted to Companies House employees for the period February 2014 to February 2015

**Date Released:** 26 March 2015

**Summary of request:** The enquirer requested statistics on the number of Special Leave days granted to Companies House employees for the period February 2014 to February 2015

### **Information Released**

If I may explain that Companies House Human Resources (HR) Department replaced its reporting system in August 2014. Unfortunately they have been unable to produce a report from the old system relating to special leave granted for the period from February 2014 to August 2014.

I am able to provide statistics from August 2014 to February 2015. The information you require is recorded in hours on our system but based on a standard day comprising of 7 hours 24 minutes the approximate number of days taken by employees as special leave during this period is 542.

I have been informed that the HR department cannot produce a report for the actual reasons where special leave has been approved as the system does not record the information in every case. Special leave is approved for the following reasons:

- Time off for dependants,
- Other domestic reasons;
- Business of Civil Service Societies;
- Transfer and resettlement;
- Attendance at Civil Service European Commission or Certificate of Education examinations;
- Reserve Forces training;
- Cadet Forces training;
- Civil Defence Courses;
- Training courses in youth leadership;
- The Duke of Edinburgh's Gold Award presentation;
- Participation in sporting events;
- Attendance in Court as a witness or juror;
- Voluntary Public Service;
- Training Courses - Voluntary Public Service,
- Candidates for Parliament,
- Contact with infectious diseases,
- Paternity leave,
- Adoption.