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[Redacted]  
By email: [Redacted]

Our ref: FOI2025/00955  
12 February 2025

Dear [Redacted]

**REQUEST FOR INFORMATION: Copies of HR policy documents, including annual leave policy**

Thank you for your requests for information of 15 January 2025 and 17 January 2025 to Defra and the Animal and Plant Health Agency (APHA) respectively, about copies of HR policy documents, including annual leave policy. We have handled your request under the Freedom of Information Act 2000 (FOIA). This response is for both requests as Defra and APHA staff have the same HR policies.

Your information request and our response are set out below.

*I wish to request copies of the following:*

*Annual leave policy*

*Maternity leave policy*

*Travel, subsistence and expenses policy (including limits for accommodation and subsistence)*

*Pay policy*

*Working outside UK / International remote working policy.*

The information you have requested is attached as follows:

Annual Leave Policy – Annex C

Maternity Leave Policy – Annex D

Consolidated Expense policy – Annex E

Pay Policy – Annex F

International Safeguarding - Conduct Overseas Policy – Annex G

Please note that the Travel and Subsistence (T+S) policy is entitled Consolidated Expense policy. Defra recently aligned all T&S policies so this is a consolidated document for the Defra Group.

Information disclosed in response to this FOIA request is releasable to the public. In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on [GOV.UK](http://GOV.UK), together with any related information that will provide a key to its wider context. No information identifying you will be placed on the GOV.UK website.

We attach Annex A, explaining the copyright that applies to the information being released to you, and Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter please contact us.

Yours sincerely

[Redacted]

**Information Rights Team**

[InformationRequests@defra.gov.uk](mailto:InformationRequests@defra.gov.uk)

## **Annex A**

### **Copyright**

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## **Annex B**

### **Complaints**

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 11 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Vanessa Drury Head of Information Rights via email at [InformationRequests@defra.gov.uk](mailto:InformationRequests@defra.gov.uk) and they will arrange for an internal review of your case. Details of Defra's complaints procedure are on our website.

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner's Office (ICO) for a decision. Please note that generally the ICO cannot make a decision unless you have first exhausted Defra's own complaints procedure.

The ICO can be contacted using the following link:

<https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>