



Ref: FOI-017 - 2425-HR-Special Leave Policy

Royal Stoke University Hospital
Data, Security and Protection
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 19th April 2024

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 8th April 2024 requesting information under the Freedom of Information Act (2000) regarding Special leave policy.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 I'm undertaking some work on the NHS Employers' response to the Carers Leave act which came into force yesterday 6th April.

Would you be able to let me have a copy of your Special Leave policy please, as it will be from 6th April, or if this is not possible, can you indicate whether planned Carers Leave will be paid or unpaid.

A1 I can confirm that the Trust holds information regarding this request, but feel this information is exempt under section 22: *Information for future publication* approximately July 2024

However, we have provided the earlier version- see attached

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

Yours,



Rachel Montinaro
Data Security and Protection Manager - Records