



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

FREEDOM OF INFORMATION REQUEST



Request Number: F-2009-00482

Keyword: Human Resources

Subject: CARRY OVER OF ANNUAL LEAVE

Request and Answer:

Question 1

In each of the 8 PSNI Districts, how many police officers were authorised to carry in excess of 5 days annual leave from the 2007/2008 leave year into the 2008/2009 leave year?

Question 2

In each of the 8 PSNI Districts, how many police officers have been authorised to carry in excess of 5 days annual leave from the current leave year into the 2009/2010 leave year?

Question 3

In G District, how many police officers were authorised to carry in excess of 5 days annual leave from the 2007/2008 leave year into the 2008/2009 leave year?

Question 4

In G District, how many police officers have been authorised to carry in excess of 5 days annual leave from the current leave year into the 2009/2010 leave year?

Answer

The cost of complying with your request for information would exceed the "appropriate limit" as stated in the Freedom of Information Regulations 2004, which is currently set by the Secretary of State at £450.

The Police Pay and Allowances Code states that, "It has also been agreed that from 2007/2008 onwards a maximum carry forward of 5 days (40 hours) annual leave will be allowed to be carried forward to the following leave year. All Officers wishing to carry forward annual leave from one year to the next should make formal application through their local authorities (this includes Officers who have been off on extended sick absence periods)." This means that when an officer makes an application for authorisation to carry forward annual leave from one year to the next, the application will be directed to a person within the local district with authority to grant the application. Once the application has been either granted or refused a copy of the application and decision will be placed in the officer's personal file. No central database is maintained of applications to carry forward annual leave.

In order to retrieve the information you have requested it would be necessary to manually search each officer's personal file for authorities to carry forward annual leave. This would be a labour intensive and time consuming task. To search for and retrieve this information for G District alone, where there are approximately 500 officers, would exceed the appropriate limit as outlined above.

I have also considered whether I can be of any assistance in terms of helping you refine your request to bring it under the cost limit. If you were to restrict your request to Constables and Sergeants attached to Districts, a central database could be searched for occasions when officers have 'actually' carried over in excess of 5 days annual leave from one leave

year into the next. It would be unlikely that this would have been allowed to happen had the necessary authority not been granted however there may have been occasions when authority had been granted but due to some change in circumstances it was not then necessary for the officer to carry the annual leave forward. Submission of a refined request would be treated as a new request, and considered in accordance with the Freedom of Information Act 2000, including consideration of relevant Part II exemptions.

In accordance with the Freedom of Information Act 2000, this letter should be considered as a Refusal Notice, and the request has therefore been closed.

If you have any queries regarding your request or this decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this email.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ <http://www.psni.police.uk/>

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.