

## Freedom of Information request 365-20

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### Request

I request the following details:

1. The number of annual leave requests made by staff which were denied between 1 May and 31 August 2020.
2. The number of annual leave requests denied between 1 May and 31 August 2019.

Role of staff member whose annual leave request was denied, e.g. nurse, Agenda for Change band 5 or above.

### Response

This level of information is not recorded or collated on any electronic systems, some information may be held in an employee's personal file but this would require a manual trawl of all records and the cost of carrying out this work would exceed the limit set in the Fees Regulations of the FOI(S)A 2002 and therefore we are not required to provide.

Under Section 15 of the FOI(S)A 2002 Duty to provide advice and assistance NHS Borders did undertake an exercise to review annual leave requests reduced or declined between 6 April and 3 May 2020 and this is attached for your information:



Annual Leave  
Review FOI Sep 20dc

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or [foi.enquiries@borders.scot.nhs.uk](mailto:foi.enquiries@borders.scot.nhs.uk).

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **365-20** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.

