

**Our ref: FOI - 1500**

6<sup>th</sup> March 2023

## **FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST**

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**Under the Freedom of Information Act, I would like to request the following information:**

- 1. The number of Term Time applications approved within SHSCT for 2023 – 2024, by the closing date on Jan 31<sup>st</sup> 2023.**
- 2. The number of Term Time applications declined within SHSCT for 2023 – 2024, by the closing date on Jan 31<sup>st</sup> 2023.**

### *Southern Health and Social Care Trust Response*

*Within the Southern Health and Social Care Trust Term Time applications are submitted by employees to their line manager via the Human Resources, Payroll, Travel & Subsistence System (HRPTS). Employees who do not have access to the HRPTS system complete manual application forms.*

*The deadline for submission of Term Time applications is 31<sup>st</sup> January each year to become effective from 1<sup>st</sup> April.*

*Where a Term Time application is approved, the line manager will complete a contract change form to notify Human Resources who ensure the appropriate adjustments to salary are made.*

*Due to reporting restrictions within the HRPTS system, it is not possible to fully report on Term Time applications which have been approved or declined until after 1<sup>st</sup> April i.e. the effective date of the applications.*

*Human Resources have received 157 approved Term Time applications for the 2023-2024 leave year.*

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