

Freedom of Information Act 2000 - Request Reference Fol/20/213
Staff Annual Leave

Request details

Under FOI please provide the following information relating to how the organisation manages annual leave for its staff nurses working shifts in the UHW (for example, nurses working in the Emergency Unit):

1. How is annual leave requested, assessed and granted?
2. Are there specific restrictions to annual leave requests throughout the year (e.g. school holiday's inc. the summer, Christmas & New Year)?
3. How far in advance can annual leave be requested?
4. How far in advance are annual leave requests approved?
5. How specific needs due to childcare commitments handled are, are there exceptions to the above?
6. Can staff agree to swap approved annual leave dates amongst themselves?
7. Can you provide the policy documents that cover the above points?

Response details

Please find attached a copy of Cardiff and Vale University Health Board's Annual Leave Procedure.