

Department for
Transport

From: xxxxxxxxxxxxxxxxxxxx

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Department for Transport
xxxx Great Minster House
33 Horseferry Road
SW1P 4DR

DIRECT LINE: xxxxxxxxxxxxxx

xxxxxxxxxxxx@dft.gsi.gov.uk

28 May 2012

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Dear xxxxxxxxxxxxxxxx

Ref: Freedom of Information Request - P0008882

Thank you for your information request of 3 May 2012. You requested the following information:

- 1) How many staff in the Department for Transport have a contracted day off for Christmas shopping?
- 2) How many staff in the Department for Transport have a contracted day off for Maundy Thursday?
- 3) How staff in the Department for Transport have specific days contracted off outside of national Bank holidays?
- 4) For the above question 3) how many of these days are there in total across all staff which have them.

Your request has been considered under the Freedom of Information Act 2000.

I am writing to confirm that the Department including its seven Executive Agencies has now completed its search for the information.

A copy of the information is below at Annex A.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt. A copy of this response and the information provided may now be published on our website together with any related information that will provide a key to its wider context.

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain within two calendar months of the date of this letter by writing to the Department's Information Rights Unit at:

Zone D/01
Ashdown House
Sedlescombe Road North
Hastings
East Sussex TN37 7GA
E-mail: FOI-Advice-Team-DFT@dft.gsi.gov.uk

Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner.

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

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Your right to complain to [DfT/Agency] and the Information Commissioner

You have the right to complain within two calendar months of the date of this letter about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that DfT has not complied with its FOI publication scheme.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Annex A

1) How many staff in the Department have a contracted day off for Christmas shopping?

None. There is no contracted day off for Christmas shopping.

2) How many staff in the Department have a contracted day off for Maundy Thursday?

The table below shows the number of staff in the Department for Transport and its Executive Agencies that are eligible for ½ a day off for Maundy Thursday or the pro-rata equivalent if they work part-time

Department/Agency	Total number of staff eligible for Maundy Thursday 1/2 day (or the pro-rata equivalent)
DfT (c)	1652
DSA	2584
DVLA	6340
GCDA	158
HA	3482
MCA	1126
VCA	158
VOSA	2273

3) How many staff in the Department for Transport have specific days contracted off outside of national bank holidays?

The numbers of staff in the Department for Transport that are eligible for contracted days off outside of national bank holidays are the same as those contained in the table at question 2.

4) For the above question 3) how many of these days are there in total across all staff which have them.

The numbers of staff as noted in the responses to questions 2 and 3 above are eligible for a total of 2.5 contracted days off (pro-rated for part-time staff) outside of national Bank Holidays which includes the half day for Maundy Thursday noted in the response to question 2.