



**Gofynner am/  
Please ask for:** Information Governance  
and Compliance

**Tel:** 01443232000

**E-bost/E-mail:** DataProtection@southwales-fire.gov.uk

**Our ref:** IG000346

**Dyddiad/Date:** 17/06/2020

## RE: Request for Information held by SWFRS

Your request ref: IG000346 has been dealt with under the Freedom of Information Act 2000.

Under FOI please provide the following information relating to how the organisation manages annual leave for its firefighters:

- How is annual leave requested, assessed and granted?

Annual Leave is programmed 12 month in advance. On the 1<sup>st</sup> September the leave sheets are forwarded to all watches/stations for completion. Stations have 1 month to complete and forward to Central Staffing

- Are there specific restrictions to annual leave requests throughout the year (e.g. school holidays inc. the Summer, Christmas & New Year), if so how are these managed?

To avoid peak periods the Annual Leave is flattened out throughout the year and uploaded onto the availability system.

- Is priority for annual leave over school holidays and/or Christmas given to firefighters with children?

There is no priority and the watch/stations will have a rota system. This is managed on station.

- How far in advance can annual leave be requested?

Annual leave is programmed 12 month in advance. Once the leave has been finalised and checked by Central Staffing this is then uploaded onto the availability system. This is done by early/mid November.

- How far in advance are annual leave requests approved?

The annual leave is approved normally by the early/mid November

- How are specific needs due to childcare commitments handled, are there exceptions to the above?

There is no exception and this is managed on station.

- Can staff agree to swap approved annual leave dates amongst themselves?

Once the Annual Leave has been submitted swaps can be arranged. Both individuals are requested to submit a change of leave form. This can only be done on the same watch and outside of the 20 days FRS policy.

Pencadlys Gwasanaeth Tân ac Achub De Cymru,  
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

Ffôn 01443 232000 • Ffacs 01443 232180  
www.decymru-tan.gov.uk

Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

CODI YMWHYBYDDIAETH - LLEIHAU PERYGL

South Wales Fire and Rescue Service Headquarters,  
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

Telephone 01443 232000 • Fax 01443 232180  
www.southwales-fire.gov.uk

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

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- Can you provide the policy documents that cover the above points? Please see attached documents

If you have any queries regarding your Freedom of Information request, please contact us at [Dataprotection@southwales-fire.gov.uk](mailto:Dataprotection@southwales-fire.gov.uk) quoting the reference number above in any future communication.

If you are dissatisfied with the way that your information request has been handled, you can request an internal review by emailing [Dataprotection@southwales-fire.gov.uk](mailto:Dataprotection@southwales-fire.gov.uk)

### **UPDATE COVID-19: Information Requests**

We are kindly asking that any data protection correspondence come to Information Governance & Compliance via email, as due to Government advice many of our support staff are working flexibly and we may not be in receipt of physical post as normal. SWFRS anticipates that it may take us longer than 20 working days to complete Freedom of Information Requests and Subject Access Requests. The Information Commissioner recognises that there might be delays as our services and resources may be being utilised in slightly different ways, under the current unprecedented circumstances. At current, we are no longer accepting physical postal cheques, however we can accept BACs payments for items that carry a fee (such as IRS Reports and Interviews, where appropriate following standard procedure and charges).

We would like to thank you for your patience at this time.

If you remain dissatisfied with the handling of your request, you have the right to appeal to the Information Commissioner at:

Information Commissioner's Office-Wales,  
2nd Floor,  
Churchill House,  
Churchill Way,  
Cardiff,  
CF10 2HH.

There is no charge for making an appeal.

Yours Faithfully

**Information Governance and Compliance**

[Dataprotection@southwales-fire.gov.uk](mailto:Dataprotection@southwales-fire.gov.uk)

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Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

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