

## **FREEDOM OF INFORMATION ACT 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

### **You asked:**

**Would you please let me know which particular days of the year council employees (all people employed directly by the council) are allowed to take off as religious holidays i.e. in addition to normal annual leave for which no justification is required. In particular, are employees permitted to take off the birthday of Ron L. Hubbard, which is observed by Scientologists?**

Employees are able to select time off for religious holidays, which would include Scientology, and take as extra statutory leave otherwise taken at Christmas which will be replaced by annual leave out of the employee's allowance. Below is an extract from our Local Conditions of Service.

### **4.13 RELIGIOUS/BELIEF LEAVE**

Each year an employee from a religious minority group may select a day or two half-days during the course of the year, at the time of their religious festivals which will be recognised by the Council as extra-statutory leave. They will do so by using the extra-statutory day otherwise taken at Christmas which will be replaced by annual leave out of the employee's allowance. Such employees will then be expected to take their selected day or half-days off but should they be required to work the appropriate enhanced rates and time off in lieu will apply. An employee who has selected a day (or half days) off but subsequently declines to take them at the time will automatically revert to the general leave arrangements. Employees are requested to inform their Supervisors two months in advance of the relevant festival.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager  
Information and Support  
Leicester City Council  
FREEPOST (LE985/33)  
New Walk Centre**

**LEICESTER LE1 6ZG**

e-mail: [FOIA@leicester.gov.uk](mailto:FOIA@leicester.gov.uk)

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office**

**Wycliffe House**

**Water Lane**

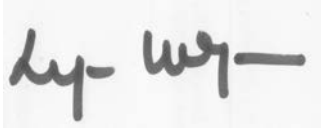
**Wilmslow SK9 5AF**

**Telephone: 01625 545 700**

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynn Wyeth', is written on a light-colored rectangular background.

**Lynn Wyeth**

**Information Governance Manager**