

17 July 2018

Our Ref: RFI 24153

Dear

**Freedom of Information Act 2000
Trusts policy on managing sick leave**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 5 July 2018.

A response to each of the questions raised has been provided by the Human Resources & Corporate Affairs Directorate and is provided below.

Q. *Please email me a copy of the Trust's policy on managing sick leave in so far as it applies to staff in Trust care homes.*

A. Please find attached a copy of the Trust's policy entitled "Management of Attendance Protocol" (Policy code: SET/Prot (47) 2016) which applies to all Trust staff.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Victoria Smith
Information Governance Assistant