

**From:** Freedom of Information

**Sent:** 15 May 2020 15:58

**To:**

**Subject:** Freedom of Information Response (Our Ref: K/20/168)

Dear

**Freedom of Information Response (Our Ref: K/20/168)**

Thank you for your Freedom of Information (FOI) request dated 18 April 2020, reference K/20/168.

Your request read:

“Should staff that are contracted to work on bank holiday Mondays and Closed days be offered equivalent hours off at a later date (or similar arrangement) in accordance with section 3 of policy for overtime for staff working fixed hours? Or does this policy only apply to staff who are not Contracted to work these shifts?”

Staff working their ordinary hours as per their contract are, by definition, not working overtime hours and as such overtime policies do not apply.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle  
Deputy Secretary  
The University of Leeds  
Leeds  
LS2 9JT

Email: [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website ([www.leeds.ac.uk](http://www.leeds.ac.uk)).

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. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

**Chloe Wilkins**

Freedom of Information Officer

Secretariat

University of Leeds