Dear Applicant,

**Freedom of Information Response (Our Ref: K/20/085 and K/20/086)**

Thank you for your Freedom of Information (FOI) requests dated 13 February 2020, references K/20/085 and K/20/086. Please accept our sincere apologies for the delay in providing you with a response to your requests, which has been due to unforeseen circumstances.

Due to the similarities between your requests, this email addresses both of your questions.

Your requests read:

"Does the Library offer additional financial incentive for Part-time weekday CSA2 staff to work bank Holiday Mondays and University Closed Days even if this doesn't go into ‘overtime’ (with the University classing overtime as working over 35 hours per week)?

If so, at what rate of pay?"

and

"Are part-time weekday CSA2 Library staff that normally work on Mondays or Tuesday (but are not contracted for bank holidays or closed days) paid for the full shift on a Bank Holiday Monday or University Closed day (at the rate they would if they had been working)? Or are they compensated by accruing holiday pay at the standard rate for part time staff?"

The University of Leeds holds this information.

All staff are paid in accordance with the applicable University policies for [Overtime for staff contracted to work fixed hours](#) (specifically Section 3) and the [Bank Holidays and University Closed Days for Part Time Staff Policy](#) (specifically Section 3.5).

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).

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