

Trust Headquarters  
Russell's Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ

**Ref:** FOI-042024-000784

**Date:** 12/04/2024

**Address / Email:**

Dear

**Request Under Freedom of Information Act 2000**

Thank you for requesting information under the Freedom of Information Act 2000.

**Request**

**Please provide a copy of the Special Leave Policy, if this is not possible can you indicate whether planned Carers Leave will be paid or unpaid.**

**Response**

**The Trust Special Leave Policy is under review, there is a system consistent policy which is also being designed, the policy is expected to be put into place by June 2024 following ratification at relevant committees.**

**The Trust has a carers network and as part of this we will be looking at a bespoke policy for carers. As of 6<sup>th</sup> April 2024, planned carers leave will be unpaid and 'unplanned/unforeseen' will be paid subject to policy requirements and manager discretion.**

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager  
Trust Headquarters  
Russell's Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ  
Email: [dgft.dpo@nhs.net](mailto:dgft.dpo@nhs.net)

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire

FOI-042024-000784

SK9 5AF

Tel: 0303 123 1113

[www.ico.org.uk](http://www.ico.org.uk)

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

**Freedom of Information Team**  
**The Dudley Group NHS Foundation Trust**