



Gareth Mulhall  
Newstalk Breakfast

Our Ref: Fol/Req/2019 244

Date 26/08/2019

Dear Mr. Mulhall,

I refer to the request which you have made under the Freedom of Information Act 2014 for access to records held by this Department, as follows:

- *The number of Full Time Employees in your department and the number of holiday allowance they are allocated/entitled too excluding bank holidays for 2018 and 2019?*
- *The number of sick days incurred by your department for all Full Time employees for 2017 and 2018?*

I refer also to the acknowledgement of your request which was sent to you on 06<sup>th</sup> August, 2019.

The number of full-time employees in the Department as of June 30<sup>th</sup> 2019 was recorded at 1,485.2.

Annual Leave allowances in the civil service are covered by Circular 27 of 2003 Annual Leave, amended by Circular 06 of 2011 'Annual Leave and Privilege Days' which lays out the leave allowances for grades in the civil service, a copy of which I have enclosed.

The number of sick days incurred by full-time equivalent staff of the Department in 2017 amounted 6.3 lost days per person while in 2018 it amounted to 5.9 lost days per person. The statistics in relation to the rate of sick leave in the Department of Foreign Affairs and Trade are set out in the following link; <https://hr.per.gov.ie/sick-leave/>

### Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2 or by email to [foi@dfa.ie](mailto:foi@dfa.ie).

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

Yours sincerely,



Nicola Lumsden

Human Resources Department

76-78 Harcourt Street

Dublin 2