DECISION ON YOUR ACCESS APPLICATION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (FOI Act), received by Canberra Health Services (CHS) on Thursday 28 March 2024, which was rescoped on **Tuesday 9 April 2024**.

This application requested access to:

> *Month on month personal leave totals for Canberra Health Services staff from January 2020 to December 2023 inclusive.*

I am an Information Officer appointed by the Chief Executive Officer of Canberra Health Services (CHS) under section 18 of the FOI Act to deal with access applications made under Part 5 of the Act. CHS was required to provide a decision on your access application by **Wednesday 22 May 2024**.

The information within the scope of your access application has been extracted into one document included at Attachment A. The table was created for the purpose of your request and captures information held by CHS.

Decisions

I have decided to grant full access to one document.

In reaching my access decision, I have taken the following into account:
- The FOI Act;
- The contents of the documents that fall within the scope of your request;
- The *Human Rights Act 2004*.

Charges

Processing charges are not applicable to this request.

Disclosure Log

Under section 28 of the FOI Act, CHS maintains an online record of access applications called a disclosure log. The scope of your access application, my decision and documents released to you will be published in the disclosure log not less than three days but not more than 10 days after the date of this decision. Your personal contact details will not be published.
https://www.health.act.gov.au/about-our-health-system/freedom-information/disclosure-log.

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in ACT Health's disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ACTFOI@ombudsman.gov.au
Website: ombudsman.act.gov.au

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
http://www.acat.act.gov.au/

Further assistance

Should you have any queries in relation to your request, please do not hesitate to contact the FOI Coordinator on (02) 5124 9831 or email HealthFOI@act.gov.au.

Yours sincerely,

Janette Coulton
A/g Executive Group Manager
People and Culture
Canberra Health Services

14 May 2024

CHSFOI23-24.46 - Canberra Weekly request

Personal Leave Usage (hours) - January 2020 – December 2023

Requestor – Bernadette Ryan – Newstime media

Request –

1. Month on month personal leave totals for CHS staff (I understand that sick leave cannot be extrapolated out and that this will include sick/carers/other personal leave but will not include annual /recreation/long service leave).
2. Could you please amend the period to be from January 2020 to December 2023 inclusive.

Note:

- Personal leave allows an employee to be absent in case of personal illness or injury, or for the employee to provide care and support to an immediate family member. For the purposes of below, personal leave also includes carer's leave and COVID leave.
- Leave taken data is sourced from fortnightly pay reports, usually there are two pay reports each month, however some months have three as there is a cross over in pay periods at month end.

Note: * Months with 3 pay period

Canberra Health Services	Personal leave - Hours
January 2020	42,345.20
February 2020	50,954.34
March 2020	59,415.52
April 2020*	68,117.53*
May 2020	50,160.96
June 2020	53,821.36
July 2020	57,666.37
August 2020	58,411.74
September 2020*	90,807.87*

Canberra Health Services	Personal leave - Hours
October 2020	56,205.28
November 2020	60,112.29
December 2020	59,547.11
January 2021	41,755.50
February 2021	51,392.25
March 2021*	90,679.60*
April 2021	55,134.07
May 2021	66,039.08
June 2021	61,532.13
July 2021	61,915.10
August 2021	63,336.20
September 2021*	71,179.45*
October 2021	47,865.11
November 2021	62,626.38
December 2021	61,310.80
January 2022	47,939.28
February 2022	52,573.27
March 2022	94,166.66
April 2022	56,565.55
May 2022	70,001.71
June 2022	63,197.81
July 2022	70,016.18
August 2022*	95,758.67*
September 2022	60,135.65
October 2022	58,126.67

Canberra Health Services	Personal leave - Hours
November 2022	60,339.11
December 2022	61,327.80
January 2023	42,750.20
February 2023	53,206.74
March 2023 *	90,733.34*
April 2023	55,986.86
May 2023	68,001.91
June 2023	64,598.89
July 2023	68,413.74
August 2023 *	107,038.30*
September 2023	69,847.25
October 2023	64,160.70
November 2023	69,067.51
December 2023	66,487.98

North Canberra Hospital*	Personal leave - Hours
July 2023	14,914
August 2023	15,355
September 2023	13,284
October 2023	13,169
November 2023	13,989
December 2023	11,361

*North Canberra Hospital data has been provided post-acquisition and is captured through a separate payroll system.

Acknowledgement of Country

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.

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Accessibility ☎ call (02) 5124 0000

Interpreter ☎ call 131 450

canberrahealthservices.act.gov.au/accessibility