

**Human Tissue Authority**  
151 Buckingham Palace Road  
London  
SW1W 9SZ

[redacted information]

By email to [redacted information]

**Tel** 020 7269 1900  
**Web** [www.hta.gov.uk](http://www.hta.gov.uk)

**Date** 4 March 2015

Dear [redacted information]

### **Freedom of Information request**

Thank you for your request for information under the Freedom of Information Act (FOIA), which was received by the Human Tissue Authority (HTA) on 27 February 2015. Your email outlined the following request:

*“Under the FOI Act I would like to know the number of days granted as special leave to your employees and the reasons. This should be for the period of one year from the date of this request.”*

### **Response**

The HTA granted 15 days to employees for special leave in the period from 27 February 2014 to 26 February 2015. Four days were granted for jury service and 11 days were granted for compassionate leave.

### **Further information**

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request or complaint, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

There is no charge for making an appeal.

Yours sincerely

[redacted information]

[redacted information]

[redacted information]