



South East Coast Ambulance Service NHS  
Foundation Trust  
Nexus House  
Gatwick Road  
Crawley  
RH10 9BG

Date 18<sup>th</sup> July 2018

Email:

Email:foi@secamb.nhs.uk

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/18/06/19.

You requested the following information, please also see our response below:  
Please advise:

**I am requesting details of the annual leave restrictions that apply in your Trust for the months of November, December and January for all staff groups.**

**Can you please express this as a percentage cap on the volume of leave requests that will be allowed in each of those 3 months, according to your annual leave policy or winter plan**

In the last 2 weeks of December we reduce the normal leave allowance by 50%, in order to maximise the number of available staff to fill rotas as part of planning for winter pressures.

We operate an annual leave policy which sets limits throughout the year upon the amount of annual leave Field Operational and Emergency Operations Centre staff can take. Leave limitations are set by day and by week, they are based upon staffing numbers and maximum annual leave entitlement.

The restriction over the Christmas period is in addition to normal annual leave limitations already in place.

**Can you please confirm if NHS Improvement or NHS England have requested any assurance as part of your winter planning that your Trust applies such a cap to maximize the availability of staff over the busy winter period.**

We have weekly national assurance calls throughout the winter with both NHS Improvement and NHS England. On these calls we would report on any risks and issues affecting operational performance. Staffing levels were discussed in general terms related to our capability to meet demand.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Information Governance Lead via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust