

**From:** HR Mailbox  
**Sent:** 25 October 2016 15:47  
**To:** [REDACTED]  
**Subject:** FOI: 2016/362 - [REDACTED]  
**Attachments:** 19. FOI\_2016\_362 Records.pdf

Dear [REDACTED]

I refer to your request made under the Freedom of Information Act 2014, which was received on 26/09/2016 and your clarifications which were received on the 28/09/2016 for records held by the Department of Education & Skills:

26/09/2016:

*I am making a request under the Freedom of Information Act for the following records:*

*Details of the number of absences among Dublin based Departmental personnel on each day of the following months:*

*September 2015*

*September 1 to 26, 2016*

28/09/2016:

*I'm interested in the number of uncertified sick leave and unscheduled absences for each day in the months specified.*

I have now made a final decision to *part grant* your request on the 25/10/2016.

The purpose of this email is to explain that decision. This explanation has the following parts:

1. A schedule of all of the records covered by your request;
2. An explanation of the relevant findings concerning the records to which access is denied, and
3. A statement of how you can appeal this decision should you wish to do so.

This email addresses each of these three parts in turn.

**1. Schedule of records**

A schedule attached shows the documents that the Department of Education & Skills considers relevant to your request. It describes each document and refers to the sections of the FOI Act which apply to prevent release. The schedule also refers you to sections of the detailed explanation given under heading 2 below, which are relevant to the document in question. It also gives you a summary and overview of the decision as a whole.

**2. Findings, particulars and reasons for decisions to deny access**

The sections of the Act which can apply to deny access to documents are known as its exemption provisions. In this instance section 37(1) has been applied to records considered relevant to your request:

*37. (1) Subject to this section, a head shall refuse to grant an FOI request if, in the opinion of the head, access to the record concerned would involve the disclosure of personal information*

### 3. Rights of appeal

If you are unhappy with this decision you may appeal it. In the event that you need to make such an appeal, you can do so by writing to the Freedom of Information Unit, Department of Education & Skills, Marlborough Street, D01 RC96 or by e-mail to [foi@education.gov.ie](mailto:foi@education.gov.ie) . Your correspondence should include a fee of €30 for processing the appeal. Payment should be made by way of money order, postal order or personal cheque made payable to the Department of Education & Skills. If you wish to make payment by electronic means please contact the Freedom of Information Unit by email at [foi@education.gov.ie](mailto:foi@education.gov.ie) . You should make your appeal within 4 weeks from the date of this notification, where a day is defined as a working day excluding, the weekend and public holidays. 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 body.

### 4. Publication

All non-personal FOI requests will be recorded on an FOI disclosure log which will be published on the Department of Education & Skills website in due course.

Kind Regards.

Jason Colligan,

Department of Education and Skills,  
Human Resources,  
Marlborough Street,  
Dublin 1,  
D01 RC96.