

11 February 2025

Dear

**ATISN 23266**

Thank you for your request which I received on 15 January 2025. You asked for copies of the following:

- *Annual leave policy*
- *Maternity leave policy*
- *Travel, subsistence and expenses policy (including limits for accommodation and subsistence)*
- *Pay policy*
- *Working outside UK / International remote working policy.*

Please find attached copies of the above listed HR Policies as requested.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

or e-mail: [Freedom.ofinformation@gov.wales](mailto:Freedom.ofinformation@gov.wales)

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

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

Telephone: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely