



Llywodraeth Cymru  
Welsh Government

Our ref: ATISN 24982

Date: 28 July 2025

Dear ,

**ATISN 24982**

Thank you for your request which I received on 23 July. You asked for the following:

You asked for the following:

- 1. How many civil service employee volunteering days are permitted to all Welsh Government staff per year? (e.g. policy is 3 days for FT staff) [number]  
If there is a difference across all departments or directorate (as per list at Annex A), please answer for each individually. (e.g. policy is 3 days for FT staff in x department) [number]*
- 2. How many civil service employee volunteering days were used across all Welsh Government departments in the financial year of 2024-25? [number]  
If there is a difference across all departments or directorate (as per list at Annex A), please answer for each individually. [number per department]*
- 3. What percentage of all available days are used? (e.g. 15% of volunteer days are used by all Welsh Government staff) [percentage]  
If there is a difference across all departments or directorate (as per list at Annex A), please answer for each individually. (e.g. 15% of volunteer days are used by Welsh Government staff in x department) [percentage]*
- 4. How many employees are offered employee volunteering days across all Welsh Government staff? (as per list at Annex A) [number]*

5. *What percentage is this of all Welsh Government employees? (as per list at Annex A) [percentage]*

## **Our response**

1. Our policy states as follows: *“Every member of staff is eligible to apply for up to 5 days paid Special Leave (pro rata) per annum to undertake volunteering activities. Work teams may also apply, with the benefit that this type of volunteering does not count towards an individual’s 5 days paid Leave eligibility.”*
2. We do not track or hold information on this centrally.
3. We do not track or hold information on this centrally.
4. Volunteering is identified and taken up by an individual or team in line with the policy. It is not offered from a central point.
5. We do not track or hold information on this centrally.

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

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