

Mr S Cross  
[request-25@xx]

5 January 2010

Our Ref: FOI 2010/01 – F0082137

Dear Mr Cross,

**Re: Freedom of Information (Scotland) Act 2002 – Request for Information**

Thank you for your email which was received by the University on 30 December 2009 timed 02:33 hours, requesting the following information:

**Would it be possible to discover, broken down by service, the aggregate total numbers of days that senior managers (at Grade 7 and above) within University Services have spent 'working from home' without taking annual leave in the last year? And to what extent this facility is officially extended, as part of the Terms and Conditions of Employment, to staff on higher grades?**

As the University of Glasgow is a Scottish Public Authority, your request is subject to the terms of the Freedom of Information (Scotland) Act 2002 ("FOISA"). The University acknowledges receipt of your request and confirms a response will be sent to you promptly; and in any event not later than 29 January 2010. The Freedom of Information Office will contact you if we require any further information.

Yours sincerely,

Data Protection and Freedom of Information Office



The information that you supplied with your Request for information will be entered into a filing system and will only be accessed by authorised persons of the University of Glasgow or its agents. The information will be retained by the University and will only be used for the purpose of (a) processing your Request for information, and (b) for statistical and audit purposes. By supplying such information you consent to the

**DATA PROTECTION AND FREEDOM OF INFORMATION OFFICE**

Main Building, University of Glasgow, Glasgow G12 8QQ

Data Protection: Telephone: 0141-330-3111 E-Mail: [data.protection@xx](mailto:data.protection@xx)

Freedom of Information: Telephone: 0141-330-2523 E-Mail: [foi@gla.ac.uk](mailto:foi@gla.ac.uk)

The University of Glasgow, charity number SC004401

University storing the information for the stated purpose. The information is held by the University in accordance with the provisions of the Data Protection Act 1998.