

From: [REDACTED] [DWP People and Capability](#)
To: [REDACTED]
Cc: [REDACTED] [DWP People and Capability](#)
Subject: RE: Sickness absence policy and elections
Date: 06 May 2025 13:53:21
Attachments: [image001.png](#)

CAUTION – This email has been received from outside the NICS network. If you have any concerns, please report for investigation.

Hi [REDACTED]

I think we're still waiting for copies of the guidance you requested.

However, with regards to your other query on civil servants undertaking 'paid' employment during elections. Specific guidance has been issued previously by the Department for Levelling Up, Housing and Communities on civil servants 'volunteering' to support the work of returning officers. Specifically, across Government departments were told that invitation for colleagues to volunteer:

'[...] will contain broad guidance that Civil Servants should take either:

- 1. Paid special leave and only accept payment from Returning Officers for hours worked outside of their normal civil service hours; or***
- 2. Unpaid special leave and accept payment from Returning Officers for the full period they work.***

This approach is consistent with the Civil Service Management Code's (CSMC) principle that Civil Servants should not be paid twice from the public purse for the same hours, as well as Returning Officers' legal obligation to pay their electoral staff. By agreeing to sign up, Civil Servants will be committing to uphold this principle by abiding by either of the options above."

Based on that guidance, last year DWP issued the following guidance to our employees:

Pay and time off

Pay offered will vary by role and the local authority but is likely to be between £180 and £300 a day, on which income tax may be due but not National Insurance.

You cannot be paid by the Returning Officer and receive your DWP salary for the same time as this would result in being paid twice. If you intend to receive payment from the Returning Officer, you will need to take unpaid special leave for the day you would have been working for DWP. Your manager should make sure this is input into SOP in a timely manner.

Instead, you might agree with the Returning Officer that they will not pay you, in which case your absence from work should be registered as paid special leave.

Kind regards

[REDACTED] | Employee Policy Centre of Expertise | Department for Work and Pensions | People and Capability Group | 3rd Floor West (H) | Quarry House | [REDACTED]

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E_M_A_I_L_B_L_O_C_K

From: [REDACTED] DWP People and Capability [REDACTED]

Sent: 29 April 2025 13:00

To: [REDACTED]

Cc: [REDACTED] DWP People and Capability [REDACTED]

Subject: RE: Sickness absence policy and elections

Hello [REDACTED],

I will request copies of the policies from our publishing team and forward on to you as soon as I receive them.

DWP's intranet is only accessible to DWP employees so unfortunately nothing I could link you to.

Kind regards

[REDACTED]

[REDACTED] Assoc CIPD

HR Services | Employee Policy Centre of Expertise | People and Capability Group
| Department for Work and Pensions | 3rd Floor West Zone H Quarry House |
Quarry Hill | Leeds | LS2 7UA | [REDACTED] |
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E_M_A_I_L_B_L_O_C_K

Please note Monday is my non-working day.

From: [REDACTED]

Sent: 28 April 2025 09:13

To: [REDACTED] DWP People and Capability [REDACTED] >

Cc: [REDACTED] DWP People and Capability [REDACTED]

Subject: Sickness absence policy and elections

Good morning [REDACTED],

Hope all is well; I emailed [REDACTED] but her out of office said to contact yourself in her absence.

This email was scanned for viruses by the Department for Work and Pensions antivirus services and was found to be virus free.

Please note: Incoming and outgoing email messages are routinely monitored for compliance with our Email Policy.
