

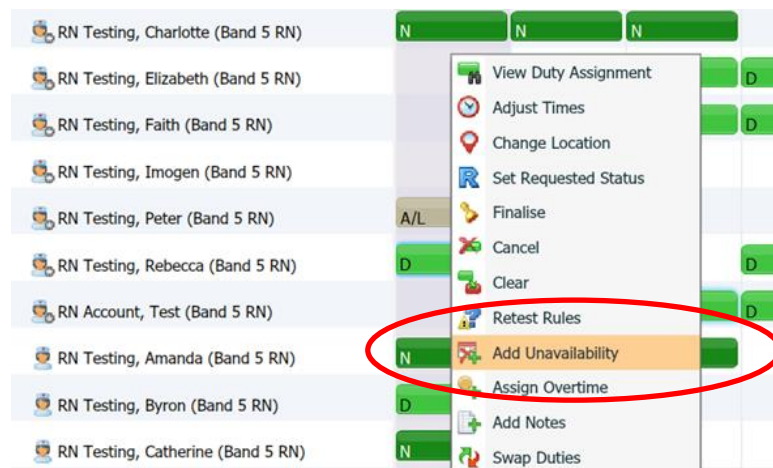
| STANDARD OPERATING PROCEDURE | |
|------------------------------|---|
| Title | Adding Annual Leave on a Bank Holiday |
| Purpose | Selecting the correct reason when adding annual leave on a bank holiday. |
| Aim | Mainly for staff that do not work on a bank holiday and take the day as annual leave. It identifies the unavailability as a bank holiday. Roster Maintainers, Creators & Ward Managers can use this function when adding annual leave on a bank holiday throughout the financial year. |

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A) Adding Annual Leave on a Bank Holiday

- On the View Roster section of HealthRoster, locate the bank holiday you want to add as annual leave either by changing the View Date or moving back and forth 1, 2 or 4 weeks at a time.
- Right click on either the duty or bank holiday you want to add the annual leave to.
- Select 'Add Unavailability'



- Select the Group reason: Annual Leave
- There is now another reason option of 'BH – Bank Holiday'
- Once selected check all other details of the unavailability are correct and select OK.

The screenshot shows the 'Add Unavailability' dialog box. The 'Reason' dropdown is set to 'BH - Bank Holiday' and is circled in red. Other fields include Group: Annual Leave, State: Approved, Start: 07/05/2018 07:30, End: 07/05/2018 23:59, and Duration: 1. The dialog also shows 'Next Steps' (No Action, Cancel Demand, Send To Bank), 'Work Time' (Week Start: 07/05/2018, Refresh, Reset to default values), and a table for Posting.

| Posting | 07/05 Mo | 08/05 Tu | 09/05 We | 10/05 Th | 11/05 Fr | 12/05 Sa | 13/05 Su | Total Hours |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|-------------|
| Test Unit (Band 5 RN) | 12:00 | | | | | | | 12:00 |

Notes

OK Cancel

- This will now show on the person's roster as 'BH' instead of 'A/L' and identifies that this unavailability is annual leave and the reason is Bank Holiday.
- This amount is taken from your Annual Leave Entitlement as the Bank Holiday allowance is already included in this.

| Name | Monday 07 | Tuesday 08 | Wednesday 09 | Thursday 10 | Friday 11 | Saturday 12 |
|---------------------------------|-----------|------------|--------------|-------------|-----------|-------------|
| RN Testing, Imogen (Band 5 RN) | | D | | | D | D |
| RN Testing, Peter (Band 5 RN) | | A/L | | | N | N |
| RN Testing, Rebecca (Band 5 RN) | | BH | D | D | | |
| RN Account, Test (Band 5 RN) | | D | | | | |
| RN Testing, Amanda (Band 5 RN) | | N | | | | |

Bank Holiday (Annual Leave)

Unavailability Details

Date: **07/05/2018** Work Time: **12:00**

Start-End: **07:30 - 23:59** State: **Approved**

Requested Date: -