

STANDARD OPERATING PROCEDURE	
Title	View Carers Leave Episodes
Purpose	Review a person's Carers Leave Episodes
Aim	Review a person's Carers Leave episodes over a time period.

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A) View Carers Leave Episodes

- To view a person's episodes of carers leave. Go to Personnel > Person Search.
- Select a unit from the drop down box or enter Surname and click find. A list of matching records will be displayed.

- To view a person's HealthRoster record, simply click on their name as listed to highlight.
- Details for the person selected with show to the right of your screen

- Select the 'Unavailabilities' tab.

- Select 'from & to period' and click Find.

Unavailabilities

From: To:

- Expand the 'Other Leave' section and you will see a list of Unavailabilities where you can see the reason of 'Carers Leave' (below).

Summary
Work Contracts
Unavailabilities
Sickness
Entitlements
Skills
Contacts
Restrictions
Patterns
Notes
Hours A

Skill Shortfalls
iCals
Person Hours Periods
Roster Snapshots

Person: HCA Testing, Abigail (Band 2 Healthcare Assista...

Unit: Test Unit

Grade: Band 2 Healthcare Assistant

Bank: No

Unavailabilities 6

From: To:

Reason	State	Period	Working Hours	Working Days
▶ Annual Leave		1	37.50	3.13
▼ Other Leave		5	60.00	5.00
<input checked="" type="checkbox"/> Carer's Leave	Taken	06/07/2017 - 06/07/2017	12.00	1.00
<input checked="" type="checkbox"/> Carer's Leave	Taken	04/09/2017 - 04/09/2017	12.00	1.00
<input checked="" type="checkbox"/> Carer's Leave	Taken	20/10/2017 - 20/10/2017	12.00	1.00
<input checked="" type="checkbox"/> Carer's Leave	Taken	20/12/2017 - 20/12/2017	12.00	1.00
<input checked="" type="checkbox"/> Carer's Leave	Taken	15/03/2018 - 15/03/2018	12.00	1.00
<input type="checkbox"/> CloudStaff		-	-	-
<input type="checkbox"/> Parenting		-	-	-
<input type="checkbox"/> Sickness		-	-	-
<input type="checkbox"/> Study Leave		-	-	-
<input type="checkbox"/> Unknown		-	-	-
<input type="checkbox"/> Working Day		-	-	-