Policy Number	23.1
Policy Name	**Holiday Arrangements for all Social/Nursing Staff**
Policy Type	Divisional
Accountable Director	Amanda Oates
Author	TBC
Recommending Committee	N/A
Approving Committee	N/A
Date Originally Approved	TBC
Next Review Date	TBC

This document is a valid document, however due to organisation change some references to organisations, organisational structures and roles have now been superseded. The table below provides a list of the terminology used in this document and what it has been replaced with. When reading this document please take account of the terminology changes on this front cover

Terminology used in this Document	New terminology when reading this Document
Calderstones Partnership NHS Foundation Trust	Mersey Care NHS Foundation Trust

SUPPORTING STATEMENTS – this document should be read in conjunction with the following statements:

SAFEGUARDING IS EVERYBODY'S BUSINESS

All Mersey Care NHS Foundation Trust employees have a statutory duty to safeguard and promote the welfare of children and vulnerable adults, including:

- being alert to the possibility of child/vulnerable adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child/vulnerable adult;

- knowing how to deal with a disclosure or allegation of child/adult abuse;

- undertaking training as appropriate for their role and keeping themselves updated;

- being aware of and following the local policies and procedures they need to follow if they have a child/vulnerable adult concern;

- ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;

- participating in multi-agency working to safeguard the child or vulnerable adult (if appropriate to your role);

- ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Foundation Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;

- ensuring that all staff and their managers discuss and record any safeguarding issues that arise at each supervision session

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EQUALITY AND HUMAN RIGHTS

Mersey Care NHS Foundation Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Foundation Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Foundation Trust is committed to carrying out its functions and service delivery in line the with a Human Rights based approach and the FREDA principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy

Calderstones Partnership NHS
NHS Foundation Trust

TRUST POLICY/PROCEDURE COMMITTEE	**PROCEDURE NO:** # 23.1 v4.1 **DATE OF ISSUE: 1 May 2016**

This procedure **replaces** No. 23.1 dated 1.9.12 which should be **removed** and **destroyed**

MEMORANDUM

SUBJECT: **Holiday Arrangements for all Social/Nursing Staff** *(Secure Services)*

DISTRIBUTION: Procedure Manual Holders/Trust Intranet

1. This memorandum introduces the revised Holiday Arrangements Procedure for all Social/Nursing Staff.

2. The procedure should be filed in numerical order in the Yellow Procedure Manual with the following entry in the index under "H" – "Holiday Arrangements for all Social/Nursing Staff – 23.1".

Version:	**4.1**
Ratified by:	**Policy & Procedure Committee**
Date Ratified:	**29/4/16**
Name of Originator/Author:	**F Gibson, Clinical Nurse Manager**
Name of Responsible Committee:	**Policy & Procedure Committee**
Date Issued:	**1/5/16**
Review Date:	**1/5/19**
Target Audience:	**Secure Services**

CONTENTS

SUMMARY OF AMENDMENTS

Section 1.1 - Account and will be accepted or rejected by the ward manager.

Section 1.6 - this is covered in 19.1 Special Leave and Flexible Working Policies, forms in Common Tools/HR forms

Section 1.12 added and subsequent re-numbering
When Annual Leave requests are approved in eHL the underlying shift (this is the shift they would have worked had they not been absent) should remain in place and these shifts will calculate the number of Annual Leave hours for the period of Annual Leave. Changes MUST not be made to any of the underlying shifts that would have been worked during an absence to ensure staff are paid the appropriate pay for enhancements, and also that the correct number of Annual Leave hours are deducted for the absence.

Sections 3, 4 and 6 removed

Appendix A and B removed

Calderstones Partnership NHS

NHS Foundation Trust

TRUST POLICY/PROCEDURE	**PROCEDURE NO:** **23.1** v4.0 **DATE OF ISSUE: 1 2016**

SUBJECT: Holiday Arrangements for all Social/Nursing Staff
(Secure Services)

PURPOSE

This procedure outlines the process by which staff are able to request their annual leave in line with the current Kiosk and E-Rostering System.

1.   **ANNUAL LEAVE**

1.1   In order to allow the Ward Manager to forward plan the whole teams annual leave year requirements commencing 1st April, submission of requests for individual staffs annual leave must be made as early as possible, but no later than the end of February of the preceding leave year. Requests should be made via the Kiosk Account and will be accepted or rejected by the ward manager.

1.2   This leave must be requested on the kiosk system by the end of February. As part of good practice teams/hubs should take time out to consider each other's and teams holiday requirements balanced against the needs of the service.

1.3   Staff planning their leave must take 25% of their allocated leave per quarter, e.g. staff on full annual leave entitlement of 307.5 hours must take 75 hours per quarter *(full weeks or hours totalling 75 hours)*. Staff should also be aware that they should not be taking more than their 25% entitlement per quarter so that the system is fair and equitable for all staff.

1.4   Employees should be aware that if they are to book holidays without first confirming availability of these dates with the Ward Manager it may be the case that the holiday requested cannot be granted.

1.5   No more than two weeks leave *(including Annual and Public Holidays)* are generally permitted at any one time. In certain circumstances staff may need to take longer periods of holiday, they should outline their request in writing to the Clinical Nurse Manager.

Agreement will be confirmed in writing from the Clinical Nurse Manager.

1.6   **Purchased Leave** this is covered in 19.1 Special Leave and Flexible Working Policies, forms in Common Tools/HR forms.

1.7   Normally annual leave requests for Christmas and New Year will be accepted as part of the twelve month period although **requests for leave over the Christmas and New Year period will only be granted at the time of**

preparing the rota covering that period. Exceptional circumstances/requests will be considered by the Clinical Nurse Manager.

1.8   If members of staff are unable to agree their holiday request and the Ward Manager is unable to resolve this, the matter will be referred to the Clinical Nurse Manager for resolution.

1.9   Staff who took peak holidays *(summer time, Christmas, New Year or school holiday periods)* the previous year will be expected to give way to colleagues who did not. Ward Manager will ensure that allocation of holidays during high demand/peak periods will be allocated on a fair basis. Consideration will also be taken of previous allocation of peak period holidays. Allocation of the Xmas and New Year periods will be given on a rotated fair basis.

1.10   It is advisable that no more than one seventh of staff from any home/ward is permitted holiday leave at any one time in order to ensure adequate cover on the home/ward. The Ward Manager/Deputy should give consideration to the gender and skill mixes of teams as part of the rota planning and appraisal process.

1.11   Subject to discussion, any employee who has not fully completed and submitted a request for annual leave via the kiosk system by the end of February of the preceding annual leave year will have holidays allocated to them by the Ward Manager for the coming year, unless there are exceptional circumstances, i.e. long term sickness or suspension.

1.12   When Annual Leave requests are approved in eHL the underlying shift (this is the shift they would have worked had they not been absent) should remain in place and these shifts will calculate the number of Annual Leave hours for the period of Annual Leave. Changes MUST not be made to any of the underlying shifts that would have been worked during an absence to ensure staff are paid the appropriate pay for enhancements, and also that the correct number of Annual Leave hours are deducted for the absence.

1.13   As leave requests are submitted and authorised planned annual leave can be viewed by the individual via their kiosk account. This gives staff an up to date record of their annual leave and they also have sight of all other planned annual leave for other staff in their Roster Group.

1.14   Due to Ward Managers and their Deputies having access to the screen that shows annual leave there is no need within the procedure to have a yearly planner as all of the information that is needed is stored within the system.
        However, if individuals wish to use a yearly planner there are numerous templates to use but there will not be one as part of this procedure.

NB: Only the Ward Manager in collaboration with the staff member(s) concerned can make any alterations to the annual leave via the ~~kiosk~~ e-rostering system.

1.15   If for any reason an employee cancels a holiday, at the earliest opportunity they must seek an alternative period in consultation with the Ward Manager. The Ward Manager must action this promptly.

1.16   In the event of staff transfers then holidays must be immediately checked in the e-rostering system by the Ward Manager. Where possible, if there is any overlap, then the Ward Manager should negotiate with the employees affected to try to gain a satisfactory outcome for all concerned.

The default position of the Trust is that if transferring staff have booked and paid for a holiday that has been granted by the previous Ward Manager this will be honoured by the receiving service within the 12 month window.

1.17   **New employees** who indicate at interview that they have holidays booked should have these honoured. Evidence of holidays booked should be shown to the Ward Manager as soon as possible for confirmation; remaining entitlement will be allocated after consultation with the employee.

2.   KEEPING RECORDS

2.1   For audit and tracking purposes the kiosk system provides up to date records in accordance with this procedure at ward/home level.

2.2   When a staff moves work address records will be retained within the kiosk system.

3.   EMERGENCY REQUESTS FOR LEAVE

See Protocol for Urgent Leave in Special Leave and Flexible Working 19.1

4.   MONITORING

Minimum Requirement to be Monitored/ Audited	Process for Monitoring e.g. Audit	Responsible Individual/ Group/ Committee	Frequency of Monitoring and/or Audit	Responsible Individual/ Group/ Committee for Review of Results	Responsible Individual/ Group/ Committee for Development of Action Plan	Responsible Individual/ Group/ Committee for Monitoring of Action Plan
Procedural content for accuracy in line with current legislation	Procedure Review	Policies and Procedures Committee Meeting	Annual	Policies and Procedures Committee Meeting	Policies and Procedures Committee Meeting	Policies and Procedures Committee Meeting

E-ROSTERING ABSENCE/LEAVE BOOKINGS FLOWCHART

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┌─────────────────────────┐   ┌─────────────────────────┐   ┌─────────────────────────┐
│ Employee –              │   │ Employee –              │   │ Employee –              │
│ Absence/Leave Requests  │   │ No Absence/Leave Request│   │ Request to Unbook an    │
│ made via Kiosk for      │   │ made for Annual/Purchased/│ │ Absence/Leave in Kiosk for│
│ Annual/Purchased/       │   │ Bank Holiday Leave by end of│ │ Annual/Purchased/       │
│ Bank Holiday Leave      │   │ February-add            │   │ Bank Holiday Leave      │
│ by 2nd week remove and add│ │                         │   │                         │
│ end of February         │   │                         │   │                         │
└───────┬────────┬────────┘   └───────────┬─────────────┘   └───────────┬─────────────┘
        │        │                        │                             │
        ▼        ▼                        ▼                             ▼
┌──────────┐ ┌──────────┐   ┌─────────────────────────┐   ┌─────────────────────────┐
│ Accept   │ │ Reject   │   │ Absence/                │   │ Absence/                │
│ Absence/ │ │ Absence/Lea│ │ Leave input             │   │ Leave                   │
│ Leave in eHL│ │ve in eHL │ │ in eHL                  │   │ removed                 │
│ Details  │ │ By 1st    │   │ Details recorded        │   │ from eHL                │
│ Recorded by│ │ week March│ │                         │   │                         │
│ 1st week │ │ remove   │   │                         │   │                         │
│ March    │ │          │   │                         │   │                         │
│ remove   │ │          │   │                         │   │                         │
└────┬─────┘ └────┬─────┘   └───────────┬─────────────┘   └───────────┬─────────────┘
     │            │                     │                             │
     ▼            ▼                     ▼                             ▼
┌──────────────────────────────────────────────────────────────────────────────────┐
│        Employee Kiosk updated and recorded with the Absence/Leave Details          │
│                                                                                    │
│                            eHL reports available                                   │
└──────────────────────────────────────────────────────────────────────────────────┘
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VERSION CONTROL SHEET

Version	Date	Author	Status	Comment
1.0	30.10.08	C. Anderson	Draft	Circulated for comments
1.2	28.1.09		Draft	Comments incorporated via Policy/Procedure Committee
1.3	27.2.09		Approved	Policy/Procedure Committee approval – issued at Team Brief
2.0	9.8.12	C. Leatherd	Draft	Circulated for comments
2.1	28.8.12		Draft	Comments incorporated via Policy/Procedure Committee
2.2	31.8.12		Approved	Policy/Procedure Committee approval – issued at Team Brief/Intranet updated
3.0	31.10.12		Approved	A. Clough amended. Issued at Team Brief/Intranet updated
4.0	8/4/16		Draft	
4.1	1/5/16		Approved	Policy/Procedure Committee approval – issued at core Brief/ Intranet updated