

Assigning shifts to staff members who choose to work on a bank holiday instead of taking leave

If a staff member chooses to work on a bank holiday instead of taking the day as leave, you **MUST** follow the process outlined below. Staff members who choose to work on a bank holiday when it is not operationally required will not receive enhanced pay. Bank holiday enhancements will only be paid to staff who are rostered to work based on service demand.

Remove the existing shift or unavailability that is assigned on the roster so that nothing is assigned.

Email erosteringsupport@uhb.nhs.co.uk and request a **Bank Holiday Shift** is added to the roster for the number of staff members who are going to be working.

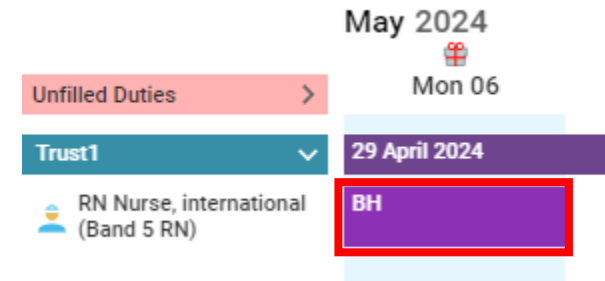
The eRostering Team will add a special **Bank Holiday (BH)** shift to your roster template, which can then be assigned to the staff members who have chosen to work.

The shift/shifts will appear in your template under a group named **BH Shift**:

Trust1	Mon 06	Tue 07	Wed 08	Thu 09	Fri 10
Trust2-ONCALLS-Registered 40	BHx3				
RN's-RN-RN 84	DO	DO	DO	DO	DO
A&C's-A&C-A&C 20					
HCA's-HCA-HCA 70					
BH Shift 3					
Sister's-Sisters-Band 6 RN 14					
WM-Band 7 RN 10					

Manually assign the shift to any staff who have chosen to work the bank holiday by dragging and dropping the shift in the normal way.

The **BH shift** will show as **purple** on the roster once assigned to a staff member, indicating the shift is being worked. However, no enhanced payment will be applied for this day, as the staff member has chosen to work rather than take the bank holiday as leave.



This shift can be finalised in the usual way, but no additional enhancements will be applied for payment.

Multiple Bank Holidays – Use Move Demand to move shifts

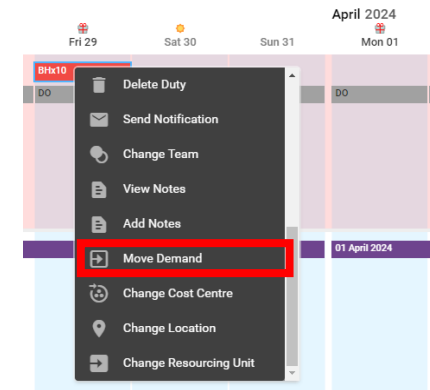
On occasions when there is more than one bank holiday e.g. Good Friday and Easter Monday, Christmas Day and Boxing Day etc. you can use the **Move Demand** option to move the **BH shifts** on your template to align with the required bank holidays.

In this example, ten **BH shifts** have been added to the template on Good Friday

	March 2024					April 2024			
	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Mon 01	
Trust1									
Trust2-ONCALLS-Registered									
Trust3-on call-Registered	DO	DO	DO	DO	DO	DO	DO	DO	
RN's-RN-RN									
A&C's-A&C-A&C									
HCA's-HCA-HCA									
BH Shift					BHx10				

If **BH shifts** are also required on Easter Monday, as staff have chosen to work instead of taking leave, you can move the BH shifts from Friday to Monday by right-clicking on the shifts in the unfilled duty section and selecting **Move Demand**:

In the pop-up window that appears, select the date you wish to move the shift to in the **Move To** section.



Vacant Bank Holiday Shift (BH) Duty On 29/03/2024

Details

Move To *
01/04/2024

Cancel Reason *
Cancelled by department

☒ Include Demand Skills

☐ Put Primary Duty Assignments on Standby

☐ Put Support/Normal Duty Assignments on Standby

Standby Reason

Ad Hoc Activity Reason

Duty Note

Impacted Duties

☒ Default Selection

	Requirement Details	Outcome	Assignment
<input checked="" type="checkbox"/>	BH - (Mandatory) BH Shift	Cancelled Duty	
<input checked="" type="checkbox"/>	BH - (Mandatory) BH Shift	Cancelled Duty	
<input checked="" type="checkbox"/>	BH - (Mandatory) BH Shift	Cancelled Duty	
<input checked="" type="checkbox"/>	BH - (Mandatory) BH Shift	Cancelled Duty	
<input type="checkbox"/>	BH - (Mandatory) BH Shift	Cancelled Duty	
<input type="checkbox"/>	BH - (Mandatory) BH Shift	Cancelled Duty	
<input type="checkbox"/>	BH - (Mandatory) BH Shift	Cancelled Duty	
<input type="checkbox"/>	BH - (Mandatory) BH Shift	Cancelled Duty	

Cancel OK

In the **Cancel Reason** section, select **Cancelled by department**.

You can select how many shifts you wish to move to the new date by ticking the box next to the shifts in the **Impacted Duties** section.

Click **OK**

The selected shifts will now appear under the chosen date in the **Unfilled Duties** box and will be marked as cancelled on the original date.

	March 2024							April 2024
	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Mon 01
Trust1								
Trust2-ONCALLS-Registered					BHx6			BHx4
Trust3-on call-Registered					BHx4			
RN's-RN-RN	DO	DO	DO	DO	DO	DO	DO	DO
A&C's-A&C-A&C								
HCA's-HCA-HCA								
BH Shift								

The moved shifts can now be assigned onto the roster in the normal way.

- Please note that adding a normal day shift (any shift other than a purple 'BH' shift) when staff request to work a bank holiday will result in enhancements being paid.