

## **Procedure re: Leave Requests**

All leave is taken as agreed between the employee/contractor and the Practice Manager at a time that is agreeable to both parties.

Periods of unavailability must be notified at least 6 weeks in advance, longer if possible.

The employee/contractor and the Practice agree to negotiate in good faith to manage leave within the need for the practice to deliver services to patients.

### **1. Leave procedure**

- a. A leave form must be completed and given to Practice Manager.
- b. It is the responsibility of the Practice Manager to manage staff leave to maintain appropriate staff ratios to meet demand.

### **2. Sickness or bereavement leave**

- a. Once you realise you are unable to come into your agreed shift, please notify the Practice Manager as soon as practicable by telephone.
  - i. If sending a text or leaving a message, ensure your message has been received.
  - ii. If you do not receive a prompt response, follow up with a phone call.
  - iii. If unavailable, please leave a message with the receptionist to notify the staff on duty of your absence.
  - iv. Please ensure that the receptionist has your contact telephone number.
  - v. The receptionist will advise all staff on duty and the practice Manager as soon as possible.

### **3. Co-ordinating annual leave**

- a. It is important for the individual teams to work together to organise their leave, making sure that they are not all off at the same time, putting pressure on the rest of the team.
- b. Current Teams:
  - i. Prescribers (salaried and contractors) - GPs and Nurse Practitioners
  - ii. Practice Nurses
  - iii. Administrators
  - iv. Management
  - v. HCAs
  - vi. Mental Health

### **4. Managing leave during school holidays**

- a. There are three school holidays during the year of two weeks each (3 weeks for private schools) plus the summer holidays (excluding Christmas and New Year). It is important that these holidays are shared fairly between the team members.
- b. Priority is to be given to those with school-age children

- c. Each of those Team members with school age children should select which 2 weeks they prefer (if any) but also to choose which would be their second option.
- d. This decision is to be made by the 31<sup>st</sup> of January each year (this includes leave up to 31 January the following year). After that date any changes are up to the individual to swap with another person.
- e. Exceptions for special occasions, big trips etc. will be considered in line with our leave policy.

## **5. Christmas and New Year leave arrangements**

- a. Leave is managed on a rotation basis for each team, to ensure these holidays are shared fairly.
- b. This decision is to be made by the 31<sup>st</sup> of January that year. After that date any changes are up to the individual to swap with another person.
- c. Leave over and above these allocations, needs mutual agreement with the Practice Manager who will take into consideration individuals' circumstances and the leave requests from other team members.

## **6. Locum Cover**

- a. Where a Locum has been booked to cover a Prescriber's leave at any time of the year, the Prescriber cannot cancel their leave.