The ‘Locating Rostering Resources’ tip sheet provides step by step instructions to access these resources!

**ONLINE MODULES**
Go to MyHealth Learning and search ‘rcf’
Complete the following modules:
• Gathering Resources to Plan Annual Leave
• Annual Leave Planning
• Action Leave Requests
• Manage Excessive Leave.

**ROSTERING RESOURCE MANUAL OR YOUR HEALTH AGENCY’S GUIDELINES**
Read the Annual Leave Management guidelines.

**ROSTERING BEST PRACTICE – RESOURCES AND LINKS**
Download the Annual Leave Planner in either financial year or calendar year format, depending on your needs.

**STAFFLINK FORMS AND FACTSHEETS**
Check with your Manager if forms are submitted electronically.
Familiarise yourself with the form and the procedures to have it completed, approved and submitted.
Refer to the following factsheets:
• Factsheet 1 – Annual Leave Cascade Detailed Factsheet
• Factsheet 2 – Annual Leave Cascade Simplified Factsheet
• Factsheet 10 – Leave Loading
• Factsheet 29 – Manager Self Service Questions and Answers.

**LEAVE MATTERS FOR NSW HEALTH POLICY DIRECTIVE**
Read Clause 2, Annual Leave.

**INDUSTRIAL AWARDS**
Access the relevant industrial award your staff are covered by and read the information relating to annual leave.

**MANAGER SUPPORT**
Speak to your Manager to confirm the process to access:
• Full time equivalent (FTE) staffing numbers for your unit
• The allocated budget for your unit
• The Staffing Profile for your unit
• The existing process to plan annual leave for your unit.

**HEALTHROSTER SUPPORT MATERIALS**
Review the Quick Reference Guides:
• Applying cancelled duties to Annual Leave Non-Productives.

**ROSTERING INFORMATION FOR STAFF BOOKLET**
Read the section relating to Annual Leave and ensure staff are aware of the information provided.