ROSTERING CAPABILITY FRAMEWORK

Resources to support you to

MANAGE ALLOCATED/ADDITIONAL DAYS OFF (ADOs)

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 Manage ADOs module.

☐ **ROSTERING RESOURCE MANUAL OR YOUR HEALTH AGENCY'S GUIDELINES**
Read the Allocated Days Off guidelines.

☐ **ROSTERING BEST PRACTICE – RESOURCES AND LINKS**
Refer to the Allocated Days Off (ADOs) – Frequently Asked Questions.

☐ **LEAVE MATTERS FOR NSW HEALTH POLICY DIRECTIVE**
Read Clause 16, Allocated Days Off, Annual Leave and Debiting of Leave – 38 Hour week.

☐ **INDUSTRIAL AWARDS**
Access the relevant industrial award your staff are covered by and read the information relating to allocated or additional days off.

☐ **MANAGER SUPPORT**
Speak to your Manager to confirm the process to update StaffLink when staff take leave.

☐ **HEALTHROSTER SUPPORT MATERIALS**
Access the Roster Creation Management User Guide for reference in need. Select Ctrl+F and search for ADO to locate information throughout the document.

☐ **ROSTERING INFORMATION FOR STAFF BOOKLET**
Read the information relating to ADOs and ensure staff are aware of the information provided.

www.health.nsw.gov.au/rostering

Rostering