ROSTERING CAPABILITY FRAMEWORK

Resources to support you to

MANAGE ANNUAL LEAVE FOR YOUR TEAM

The '<u>Locating Rostering Resources</u>' 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**

Access section 7 of the Roster Creation Management User Guide for reference in need. Search for 'annual' to locate information throughout the document.
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.

www.health.nsw.gov.au/rostering

Rostering