

AfC 'outside normal hours' payments for annual leave and sickness

name

title

date

Background to change

- AfC Staff Council review since 2008
- Joint consideration of options
 - ‘virtual rosters’ (claims/timesheets)
 - ‘WTD’ percentage
 - Average payment for period of leave taken
- Agreed to implement proposal w.e.f. 1st April 2010 to pay averages
- NHSBT agreed jointly to implement the new Ts and Cs agreement in full

Impact for NHSBT

- Previous arrangements
 - Annual leave
 - WTD percentage
 - Sickness absence
 - Virtual roster (for lab staff and Blood Donation)
 - Average when authorised by manager for long term cases
- Current (new) arrangements
 - Sickness and annual leave
 - Average based on last 3 months paid on reported absences - in arrears

Sickness

- Line managers must continue to submit sickness notifications electronically
- These will trigger all sick pay due; as they do now
 - Occupational Sick Pay (OSP) – full/half/no pay
 - Statutory Sick Pay (SSP)
 - **and any Average Payment due for AfC staff**
- The absence entries in ESR generate the automatic calculations within ESR
- Sickness periods which commenced before 1st April 2010 will not attract the average and will continue to receive the virtual roster payments
 - ES will pick these cases up

Calculation

- Based on calendar days
 - Sickness runs from first day to last day of absence

E.g.

Starts Ends calendar days =

Mon

10th May '10

Thurs

13th May '10

4

- The dates and days will be as reported on the sickness notification and will be the same as those used for OSP and SSP calculations

Calculation

- Other examples for sickness

1. Starts Ends calendar days =

Mon	Fri	5
10 th May '10	14 th May '10	

2. Starts Ends calendar days =

Mon	Sun	7
10 th May '10	16 th May '10	

Annual Leave

- Line managers will be required to record all annual leave taken
- This entry will, when uploaded into ESR, trigger the payment of the annual leave average
- Recording will be done using a new entry mechanism within the **expenses** system
- Leave should be recorded when taken and as complete periods so that average is based on correct months

Annual Leave – reporting requirements - 1

- Annual leave is booked and taken in working days or hours
- Average payments are made in calendar days
- The leave taken will be converted within **expenses** to the equivalent calendar days
- This eliminates the need for managers to undertake this calculation manually

Annual Leave – reporting requirements - 2

- At the end of each month all annual leave **taken** should be reported
- This does not apply to TOIL so make sure these days and dates are not recorded as annual leave taken inadvertently
- This also does not include bank holidays unless they are included in annual leave entitlement
- Deadlines are published on the ES intranet pages
- All those with “supervisor” access to **expenses** will be able to record annual leave taken

How?

- Log on in the usual way
- Click on “Annual Leave” icon
- Enter assignment number of staff member
- Enter date and unit of leave being taken
- Enter amount of leave taken
- Following screen shots show how this is done

Annual leave recording - home page

Home NHS
Blood and Transplant
Company Policy | Help & Support | Exit

Welcome to **expenses2010** Admin Admin | 10 May 2010

Add New Expenses
Add new entries to current claims for any expenses you have incurred. If a current claim does not exist one will be created.

My Details
Update your basic details such as name and address. View details of your current car and mileage rate. View the steps required to approve a claim you submit. Assign delegates to manage your account.

View My Claimable Items
Examine the expense items you are allowed to claim and view any associated limits.

Greenlight
Greenlight means you can now take any paper based approval and put it online, click here to find out more.

Exit
Logoff **expenses** and close this window.

My Claims
Create new claims, edit or delete existing ones. View current, submitted and previous claims. Submit finished claims into the approval process.

View My Company Policy
View a copy of your travel and expense company policy.

Help & Support
Help.

Add Annual Leave
Add an instance of annual leave taken by an employee

Click on add annual leave

Home: Summary

Add Annual Leave

Annual Leave

Page Options

Add Annual Leave

Assignment Number	First Name	Surname	Start date of leave	Unit of leave	Working days taken	Working hours taken	Contracted hours	Calendar days	id ▲
10123456	Bob	Hammond	01/05/2010	Working days	5.00	0.00	0.00	7.00	67
	Richard	Perkins	01/05/2010	Working hours	0.00	5.00	37.50	0.93	68

Annual leave – who, when & what

Please click save at the bottom of the page to save your changes, otherwise, click cancel

Add Annual Leave

Annual Leave

Add employee leave

Assignment number*

Unit of leave*

Start date of leave*

Next Cancel

Simon Davis | 10 May 2010

Annual leave – how much in days

Please click save at the bottom of the page to save your changes, otherwise, click cancel.

Add Annual Leave

Company Policy | Help & Support | Exit

Simon Davis | 10 May 2010

Annual Leave

Leave taken booked in days

Working days taken*



Submit Cancel

Annual leave – how much in hours

Please click save at the bottom of the page to save your changes, otherwise, click cancel

Annual Leave

Working hours taken*

Contracted hours*

Submit Cancel

Company Policy | Help & Support | Exit

Simon Davis | 10 May 2010

Annual leave recording - home page

Home: Summary
Add Annual Leave
Annual Leave

Page Options
Add Annual Leave

Assignment Number	First Name	Surname	Start date of leave	Unit of leave	Working days taken	Working hours taken	Contracted hours	Calendar days	id ▲
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What if I make a mistake?

- Enter a negative (minus) entry to reverse it
 - This will either
 - Stop any payment being made
 - Reverse any payment already made when the next extract is run

Any other questions?



Support

- Links to terms and conditions handbook etc.
- Guidance notes – on ES intranet
- Frequently Asked Questions (and answers!)
- Employee Services helpline
 - 0191 202 (5) 4455
 - or
 - By e-mail