

# Rota Days Policy



Where service delivery requirements mean that it is not possible to give staff choice about their starting and finishing times the rota day system can be used. This policy is only applicable to staff who cannot work in an agile way.

Under this system staff may earn one day's leave during a four week accounting period by working a fixed extra 23 minutes per day in addition to the standard 7 hours and 12 minutes.

## Starting and Finishing Times

- Staff will work set starting and finishing times, but managers may choose to stagger the times throughout the section.
- The total time worked each day is 7 hours and 35 minutes.

## Earning and Taking a Rota Day

- Employees can take one day off in a set four week period. The day's leave must be earned before it can be taken, therefore the "absence taking period" will be the four week period immediately following the four week "absence earning period".
- Time accrued may not be carried over from one period to the next if not taken, unless agreed by the line manager for operational reasons. There is no right to claim payment for hours earned but not taken for any reason.
- The date of the rota day must be agreed by the manager and booked at least 24 hours in advance. The rota day taken should be recorded on Agresso and authorised by the manager.
- For the purpose of the rota day system public holidays will count as a working day.

## Failure to Qualify for Rota Day

- If an employee is absent, for any reason, for a total of more than 10 working days during an absence-earning period they will not qualify for a rota day for that period.
- In sections where employees have a fixed rota day, which coincides with a day release for post-entry training, additional rota leave will not be granted.
- New employees must complete at least 10 working days during their first absence-earning period before they qualify for a rota day.
- Employees leaving the Council must complete at least 10 working days in the last absence-earning period to qualify for a rota day in that period.

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