



Yorkshire Ambulance Service



NHS Trust

# RELIEF STAFF SHIFT ALLOCATION POLICY

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<b>Policy or Procedure</b>	Policy

**Note:**

- This process applies to:
    - all permanent relief staff.
    - all staff that have relief weeks included in their rota.
  - Annual Leave/Relief lines (designated by the pre-fix “ALR”) within rotas should be taken as Annual Leave by the person on that line, except where
    - They agree to swap the line with another member of the Station rota and therefore cover their colleague’s shifts that week
    - Leave has been honoured for another member of the Station rota, which was booked prior to the rota change, and therefore they will act as relief for their colleague’s shifts that week
    - It has been agreed locally that annual leave isn’t in the rota. It is in line with the annual leave policy.
  - Core rota relief weeks will cover station abstractions on their station. If none of the above, the process for allocation is they will work from their base station with shifts assigned from 0600 and no later than 0800 Monday to Thursday.
1. Relief shifts will be posted on GRSWeb no less than 4 weeks prior to the duty. It is the individual’s responsibility to check their allocated shifts regularly on GRSWeb. Any issues with the allocated relief shifts should be discussed with the individual’s line manager in the first instance.
  2. If staff are not allocated any shifts on GRS prior to the 4 week required postings period, they will work from their base station with shifts assigned from 0600 hours with no later start than 08.00 hrs Monday to Thursday (or equivalent pro rata hours).
  3. The allocation of relief hours will take precedence over allocation of overtime hours.
  4. If overtime becomes available on core rota lines within the four week allocation period, it will be checked by the Resource team, alongside relief staffs currently allocated shifts. If appropriate and with consideration of crew skill mix the core rota line on their base station should be offered to relief staff first, in order to prevent relief staff having to move stations unnecessarily. Again relief staff should check GRS regularly to ensure that allocation of shifts is correct.
  5. External Relief staff will be allocated shifts at their base station wherever possible. If no hours are available at the individual’s base station, then staff will be allocated duties at one of the nearest three stations within their own CBU, in distance order, nearest first.
  6. If a full run of duties cannot be allocated, split days off should be kept to an absolute minimum.

7. There should be a minimum of 48 hours between finishing a night shift and starting a morning shift to allow adequate recovery time, unless mutually agreed.
8. If long term absences free up a rota line temporarily, the line will be offered to relief staff in accordance with the process for filling vacant core rota lines. The rota cycle between duties worked on relief and duties worked on the temporary rota line should be balanced for unsocial payments.
9. If a substantive rota line becomes available then a relief staff member will be allocated the line, subject to skill requirements and in line with the process for filling vacant core rota lines.
10. Relief staffs working hours will be balanced back over 20 weeks to a total of no more than 750 hours for full time staff (pro rated equivalent for part time staff). Any hours worked under the required 750 will be worked back on a shift mutually agreed between the individual and resource over the next reference period. An individual will only be required to work back a maximum of one shift consistent with their shift pattern, regardless of the number of hours under 750 with no detriment or loss of earnings to member of staff.
11. If two staff mutually agree to swap shifts, skill mix same banding, this must be notified in writing by both staff members prior to the duty (e.g. via email) to the resource team.
12. Any planned turnaround of shifts will have adequate rest time in line with EU working time regulations and local agreement, currently set at a minimum of 11 hours.
13. Staff on permanent relief will have their unsocial hours monitored to ensure it does not exceed a maximum of 26 unsocial hours on average per week calculated over a 10 week reference period. An exception being if the individual chooses to work more unsocial shifts for personal reasons e.g. childcare.
14. Permanent relief staff will work no more than six weekends over a ten week reference period.
15. Every effort should be made by resource to ensure that staff are allocated days off prior and following annual leave. The request for rota days off prior to and following annual leave must be made at the time of booking the leave.
16. Staff who normally work relief on a 10 hour rota pattern cannot be moved to a 12 hour rota pattern without the staff members prior agreement. Where there are no 10 hour shifts to be covered at their own station, staff will then be required to work at an alternative station. This would be at one of the nearest three stations within their own CBU, in distance order nearest station first where 10 hour shifts are required to be covered. Note: staff who normally

work on 12 hour relief Rota patterns can be required to work 10 Hour shift patterns when they are on relief weeks.