



Breakaway rota guidelines (BREAKAWAY)

- Rota is compiled according to 8 week rolling period which allows staff to know which shift/s they are working on any given day all through the year and plan other arrangements accordingly. It allocates shifts fairly to all staff.
- Staff shifts will be allocated according to the needs of the unit.
- The AL/ BH day in lieu, trainings, Team Meetings, Children's meeting, etc are mentioned on the rota. If staff are booked for a training, it is their responsibility to attend the training as booked.
- Requests are to be put in via email to the management team.
- Staff must ensure they come/ leave for their shift on time unless agreed by management.
- Once the rota has been done, no changes are to be made on the rota. Management understands that sometimes there may be an emergency and on this case you would need to get it approved by management team.
- In case of shifts swap, staff can swap like for like shifts and inform management. No changes to be made on the rota by staff.
- When on a split shift/double shift you must have a minimum of one hour break. The break cannot be at the start or end of the shift.
- If a staff member on a shift has lieu hours and if shift allows, once it is agreed by the shift leader and a manager (if on duty). The staff member is to finish shift early thus using lieu hours. If no manager is in the building the decision to be made by the shift leader. Staff to adhere to the shift leader's decision. Any disputes can be taken up with management at a later date. Management must be informed about the changes.
- When rota is compiled, if there are too many staff on a particular day and they have lieu hours, they can put that down on the rota.
- Lieu hours accrued during a week are mentioned in the column after the end of each week.
- If staff have to stay longer or come early for their shift, it must be approved by management.
- Any queries regarding lieu hours are to be raised within 2 weeks.