Back to Basics: Annual Leave

5. Annual Leave Rules

Hollie Archibald

Back to Basics Sessions

- Managing Annual Leave Requests
- Annual Leave Entitlements
- Annual Leave Hours
- Annual Leave Notifications
- **Annual Leave Rules**

RLDATIX

Objective

To understand the basics of how rules are set up and configured, as well as which key rules should be explored for Annual Leave Management.

Agenda

- Rule Basics
  - Warnings and Violations
  - Exclusions
  - Global / Unit Rules
- Annual Leave Rules
- Supporting Documentation

Rule Basics

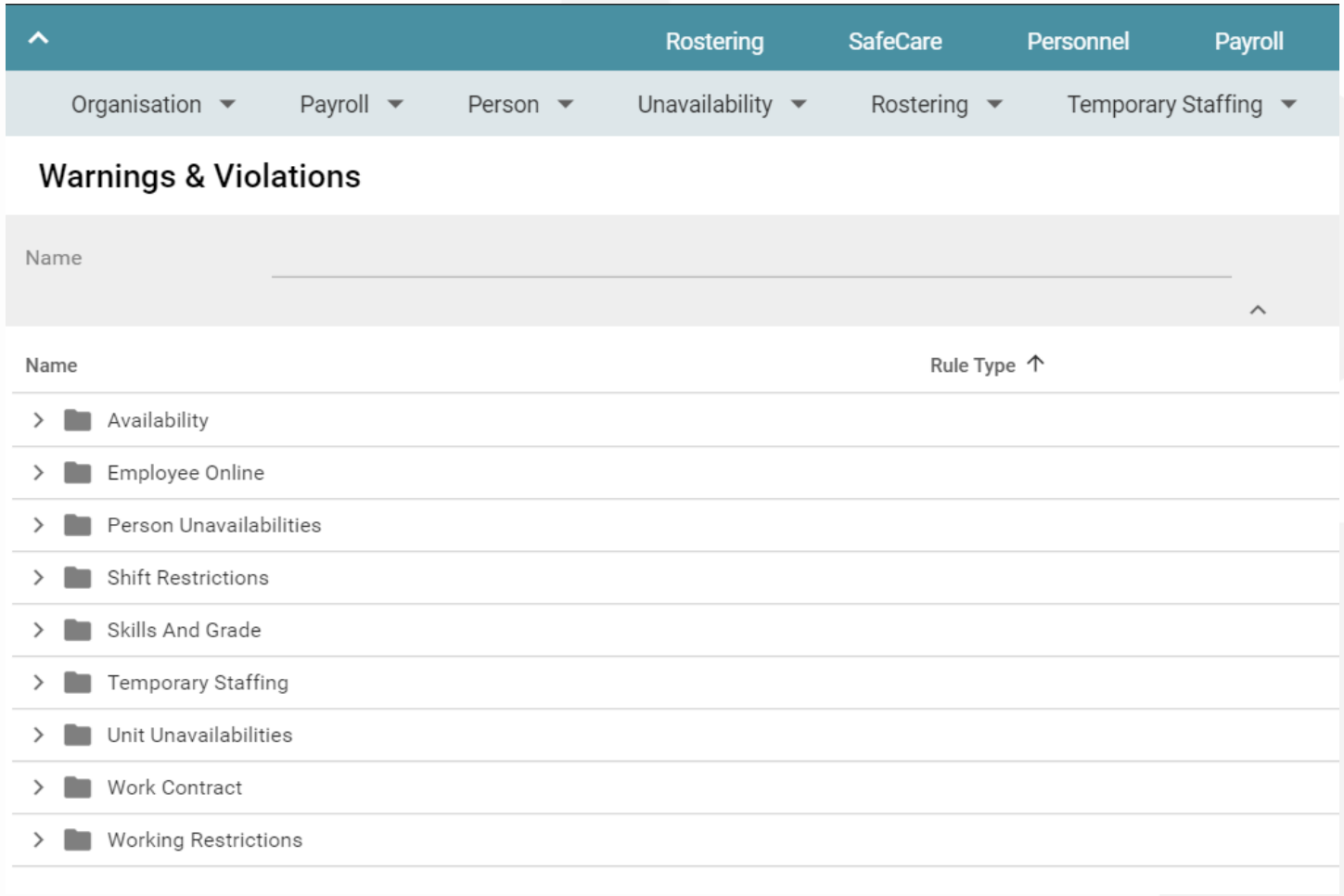
RLDATIX

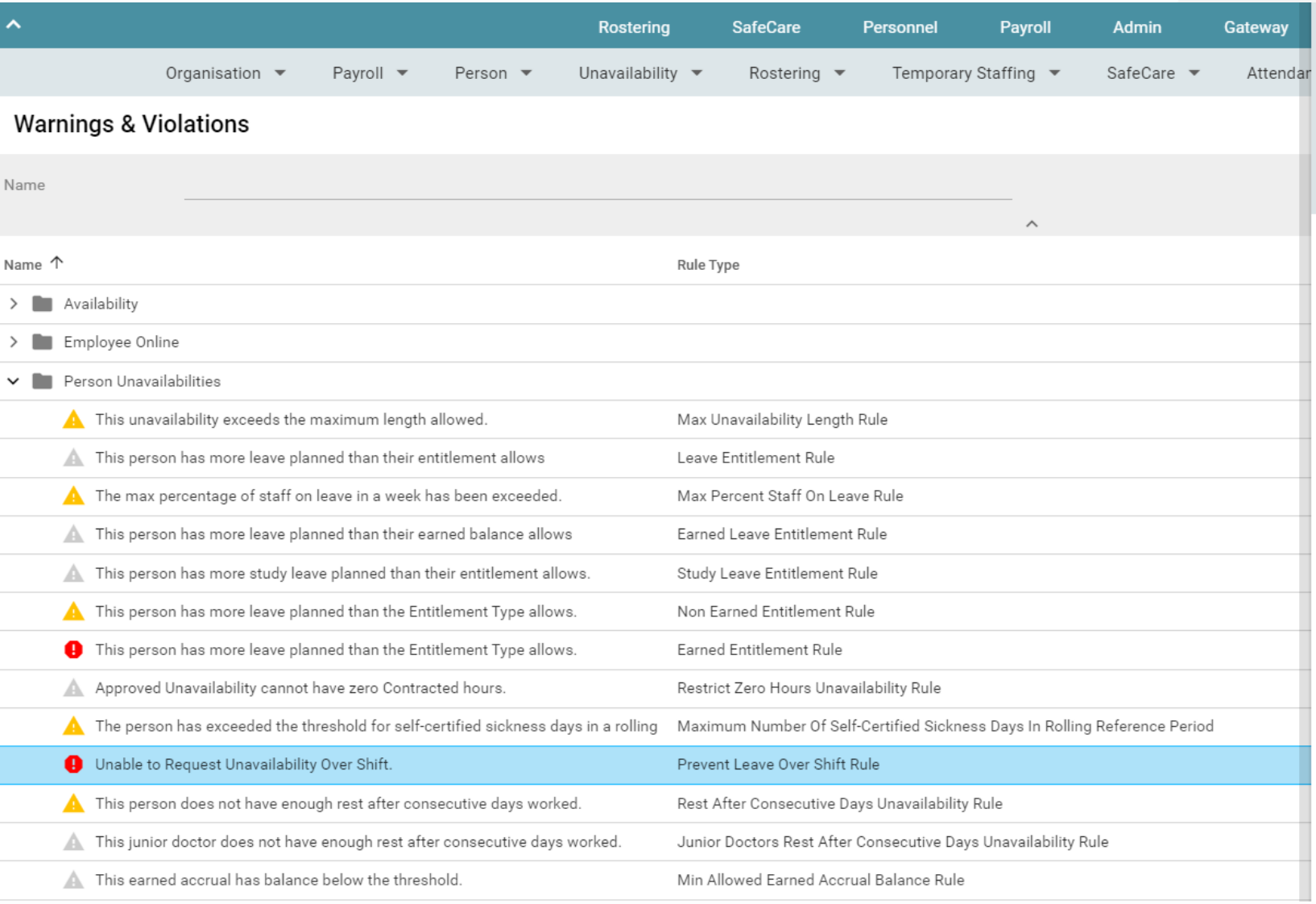
Warnings and Violations

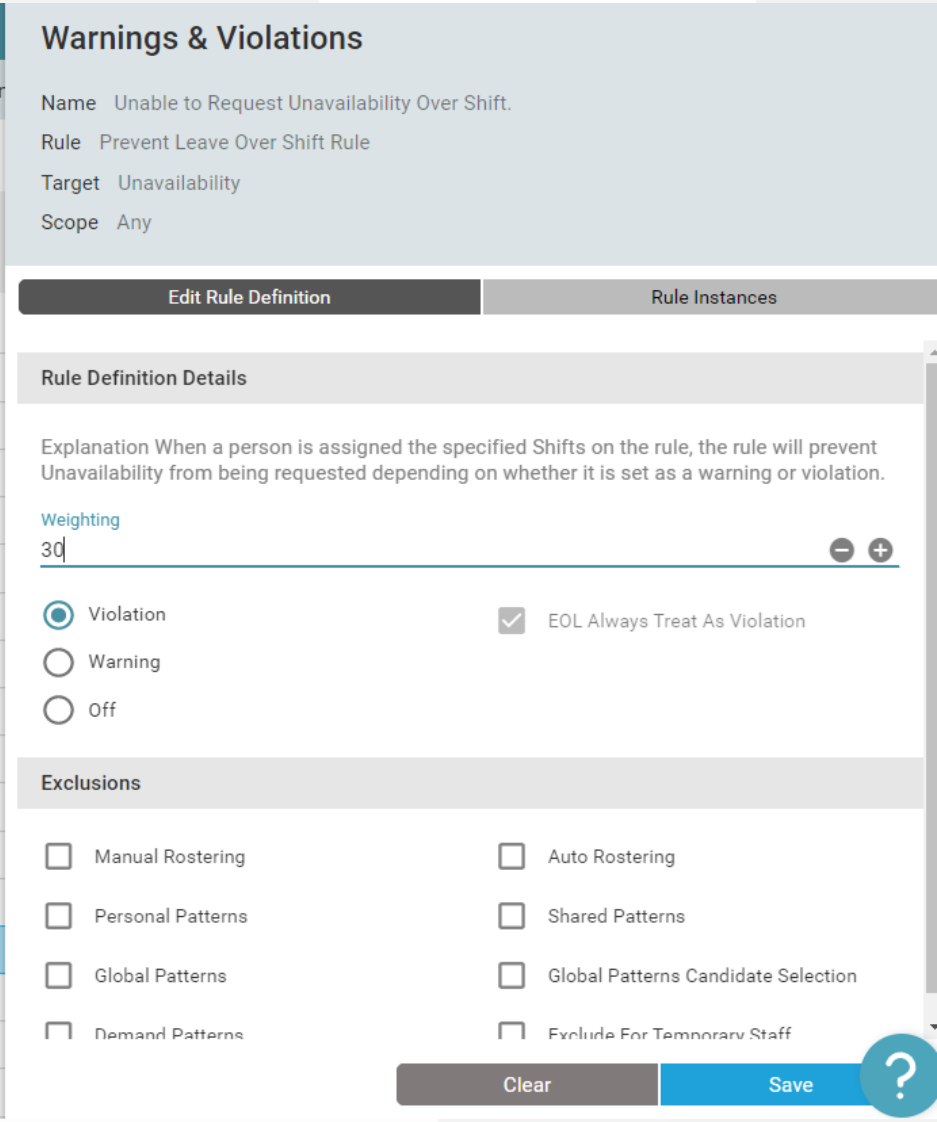
Reference Data> Rules> Warnings and Violations

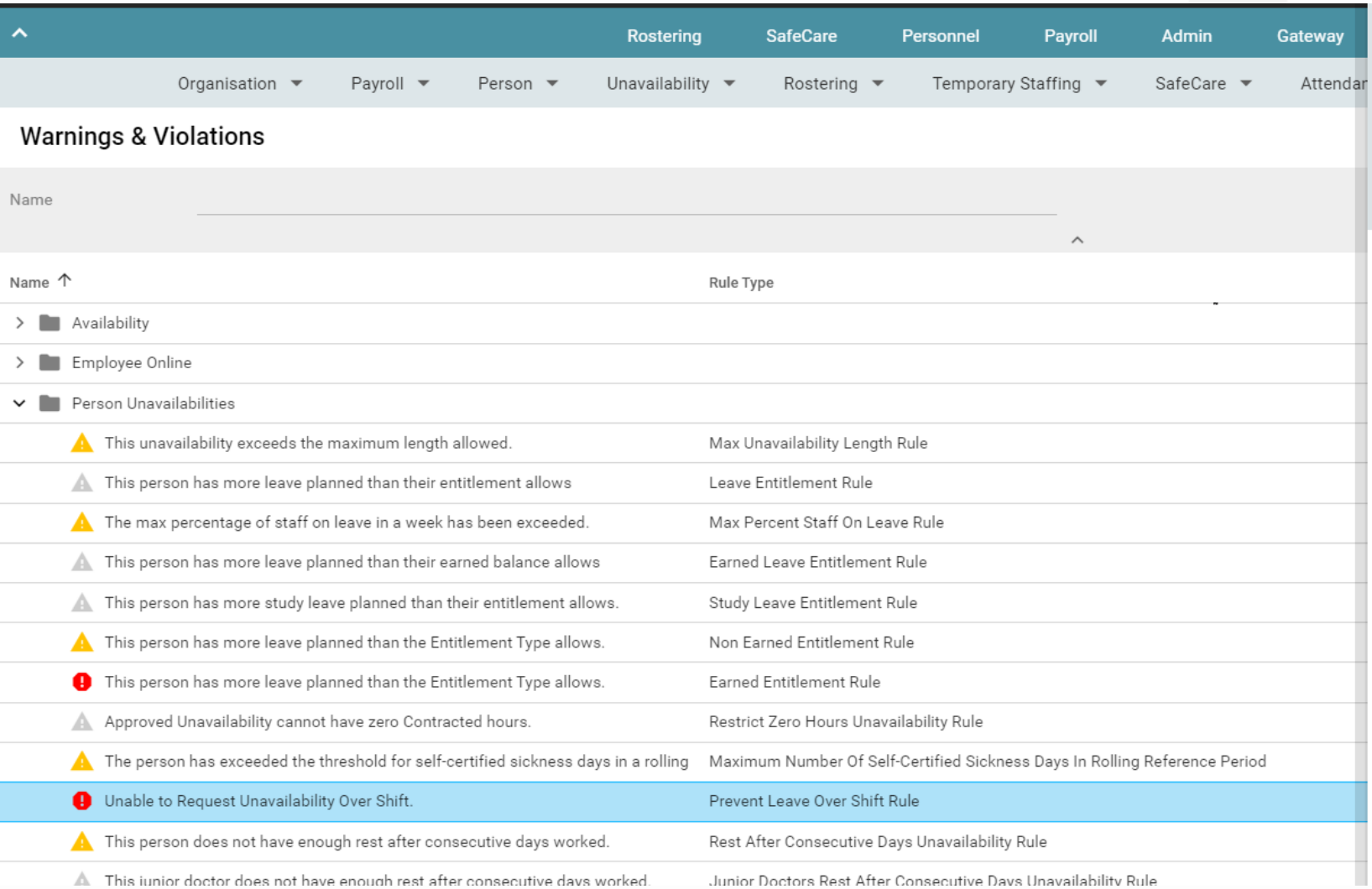
Ref Data Actions: Rules

Ref Data Tools: Rules




Rostering
SafeCare
Personnel
Payroll
Admin
Gateway
Organisation
Payroll
Person
Unavailability
Rostering
Temporary Staffing
SafeCare
Warnings & Violations
Name
Name
Rule Type
Availability
Employee Online
Person Unavailabilities
This unavailability exceeds the maximum length allowed.
Max Unavailability Length Rule
This person has more leave planned than their entitlement allows
Leave Entitlement Rule
The max percentage of staff on leave in a week has been exceeded.
Max Percent Staff On Leave Rule
This person has more leave planned than their earned balance allows
Earned Leave Entitlement Rule
This person has more study leave planned than their entitlement allows.
Study Leave Entitlement Rule
This person has more leave planned than the Entitlement Type allows.
Non Earned Entitlement Rule
This person has more leave planned than the Entitlement Type allows.
Earned Entitlement Rule
Approved Unavailability cannot have zero Contracted hours.
Restrict Zero Hours Unavailability Rule
The person has exceeded the threshold for self-certified sickness days in a rolling
Maximum Number Of Self-Certified Sickness Days In Rolling Reference Period
Unable to Request Unavailability Over Shift.
Prevent Leave Over Shift Rule
This person does not have enough rest after consecutive days worked.
Rest After Consecutive Days Unavailability Rule
This junior doctor does not have enough rest after consecutive days worked.
Junior Doctors Rest After Consecutive Days Unavailability Rule
This earned accrual has balance below the threshold.
Min Allowed Earned Accrual Balance Rule


Warnings & Violations
Name Unable to Request Unavailability Over Shift.
Rule Prevent Leave Over Shift Rule
Target Unavailability
Scope Any
Edit Rule Definition
Rule Instances
Rule Definition Details
Explanation When a person is assigned the specified Shifts on the rule, the rule will prevent Unavailability from being requested depending on whether it is set as a warning or violation.
Weighting
30
Violation
Warning
Off
EOL Always Treat As Violation
Exclusions
Manual Rostering
Auto Rostering
Personal Patterns
Shared Patterns
Global Patterns
Global Patterns Candidate Selection
Demand Patterns
Exclude For Temporary Staff
Clear
Save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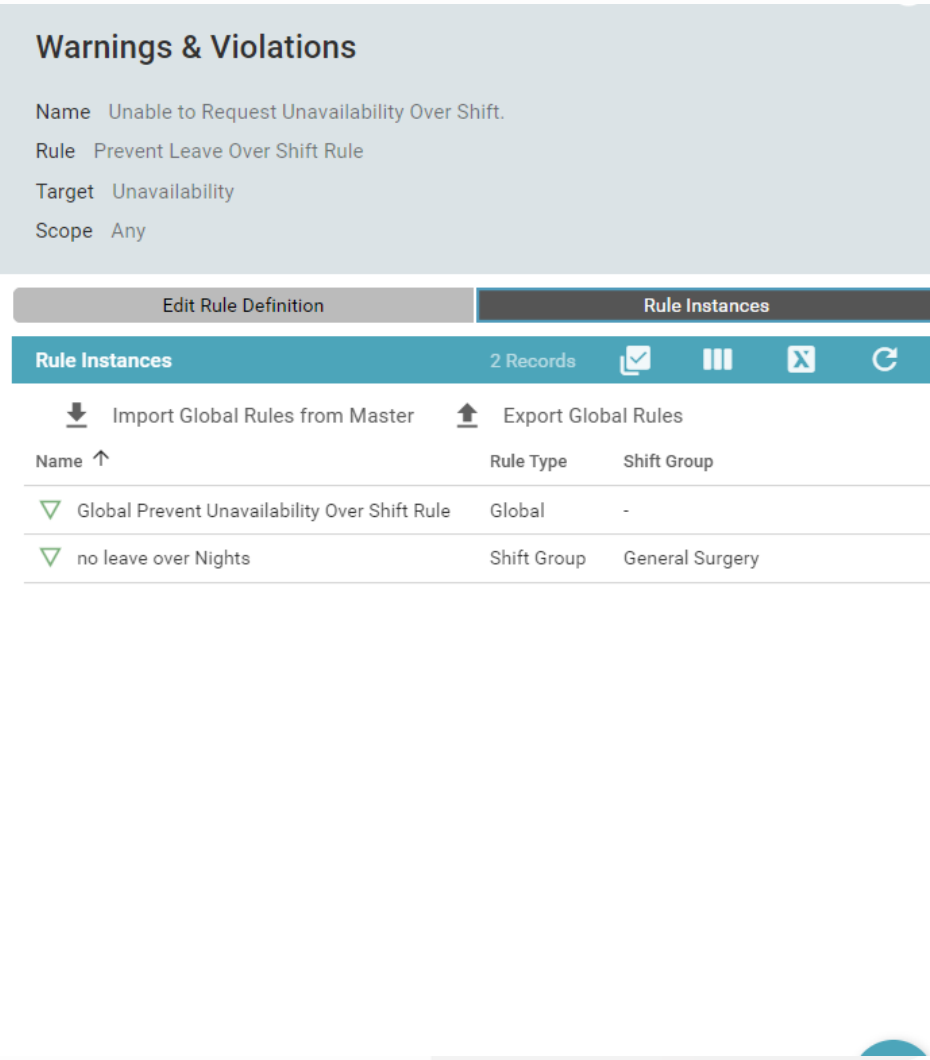
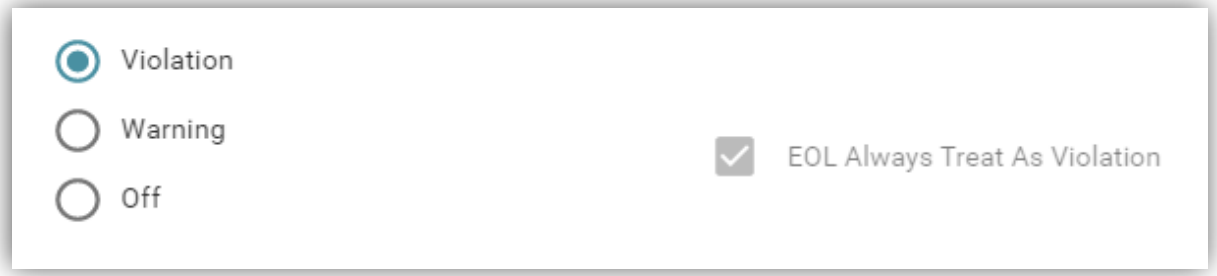
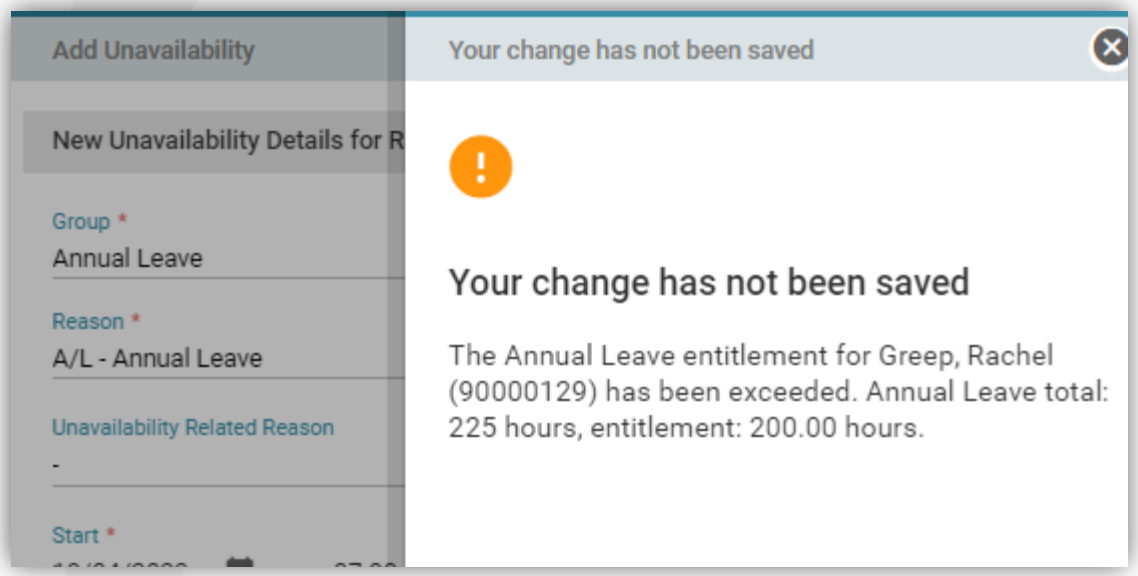

Warnings & Violations
Name Unable to Request Unavailability Over Shift.
Rule Prevent Leave Over Shift Rule
Target Unavailability
Scope Any
Edit Rule Definition
Rule Instances
Rule Instances
2 Records
Import Global Rules from Master
Export Global Rules
Name
Rule Type
Shift Group
Global Prevent Unavailability Over Shift Rule
Global
-
no leave over Nights
Shift Group
General Surgery

Violation

- Prevents action from being taken



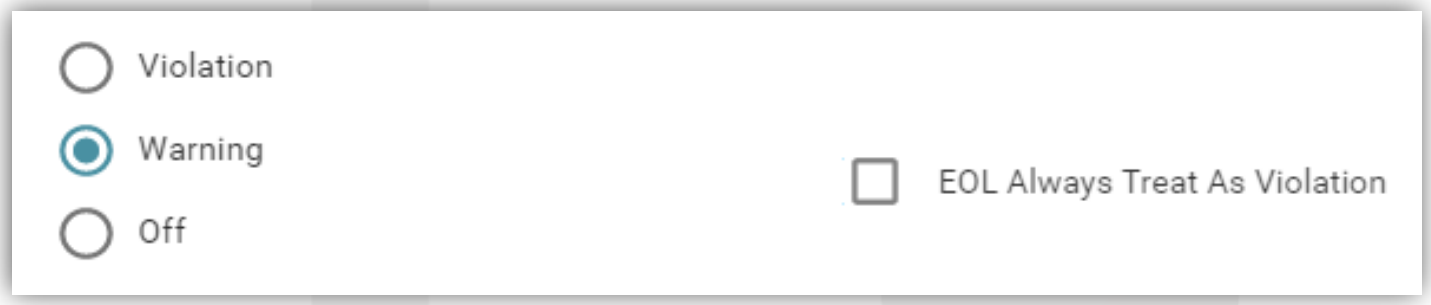


Note

If the rule applies to a duty or unavailability that is laid down before the rule is set to a violation, then this duty / unavailability will remain in its current state until the Retest Rules option is selected, after which the unavailability would display the broken rule, and the duty will flag as red, and will display the broken rule.

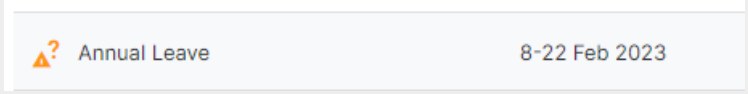
Warning

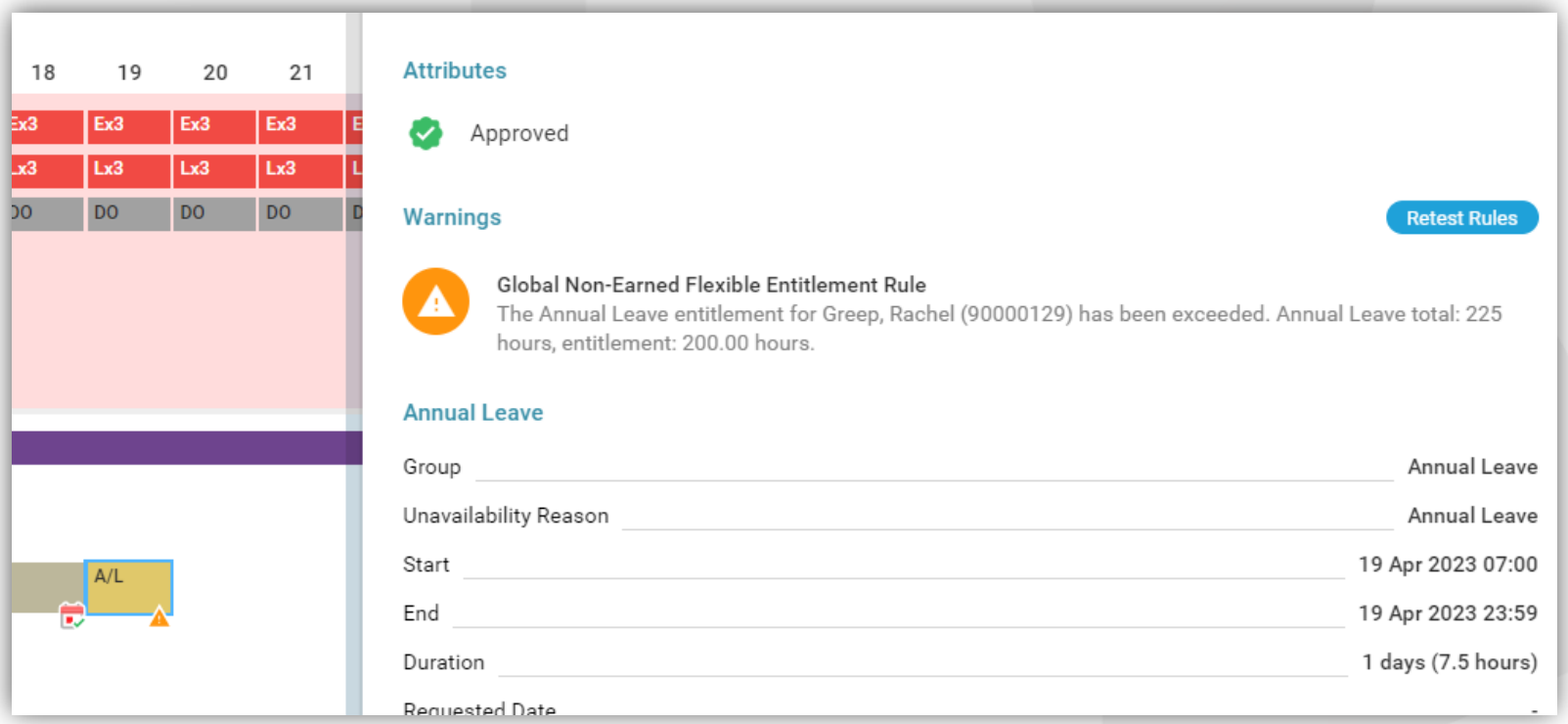
- Allows action to be taken
- Marks as orange
- Displays warning on unavailability



Note

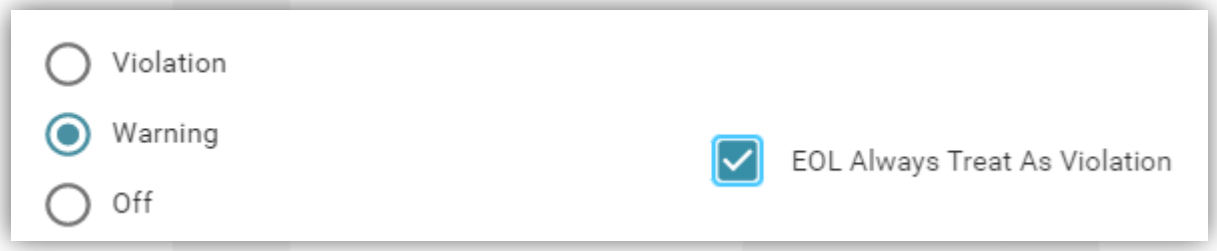
If EOL Violation is not ticked any request rules will be allowed to break. A warning will display in EOL, and it will display as a broken rule in the roster. For unavailabilities, in EOL an orange icon will display by the requested leave to indicate that it is in a requested status but has broken a rostering rule

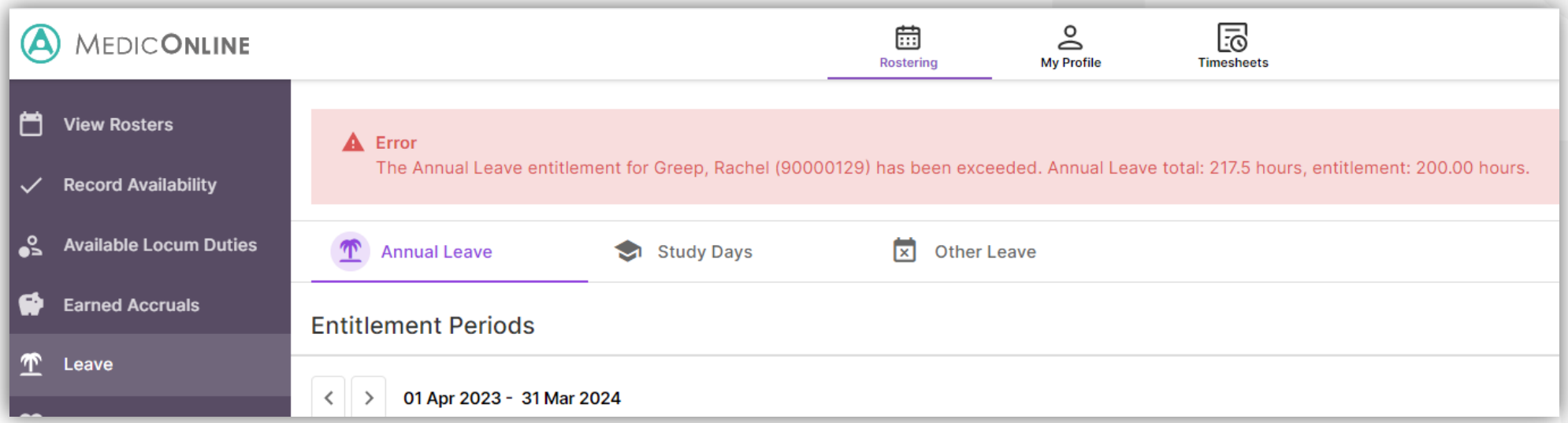




EOL Always Treat as Violation

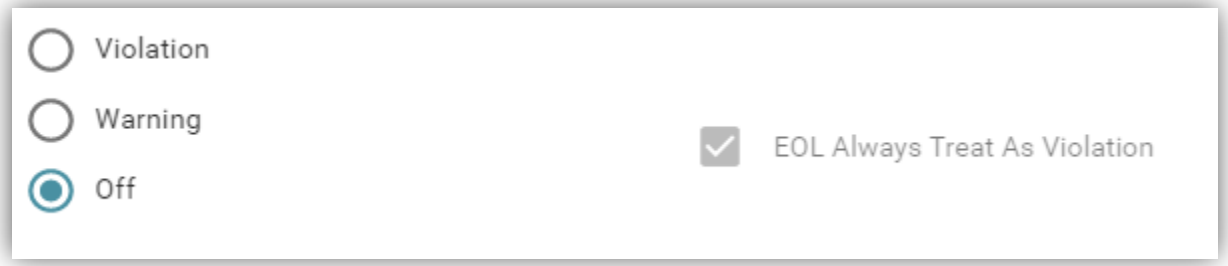
- Paired with Warning
- Allows action to be taken in Allocate Optima (HealthRoster) but not EOL/Loop/ME





Off

- Rule does not trigger



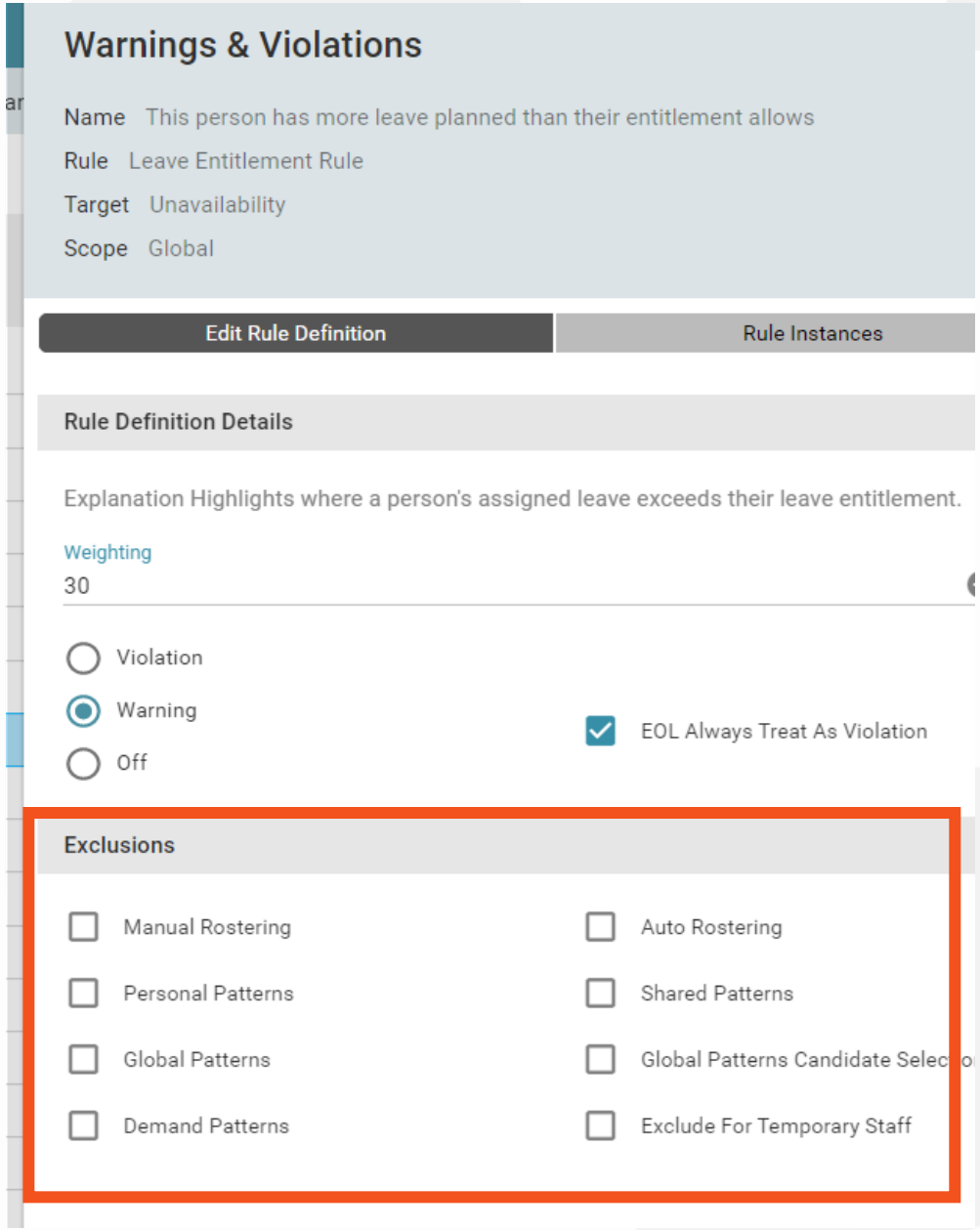
Exclusions

- **Manual Rostering**
  Refers to all assignments that are made manually (including bookings made in EOL/Loop)

- **Autorostering**
  Refers to all assignments laid down by autoroster

- **Personal Patterns, Shared Patterns, Global Patterns or Demand Patterns**
  Refers to all assignments as part of the associated pattern that are laid down by autoroster

- **Exclude for Temporary Staffing**
  Refers to assignments to a staff member's non-substantive posting



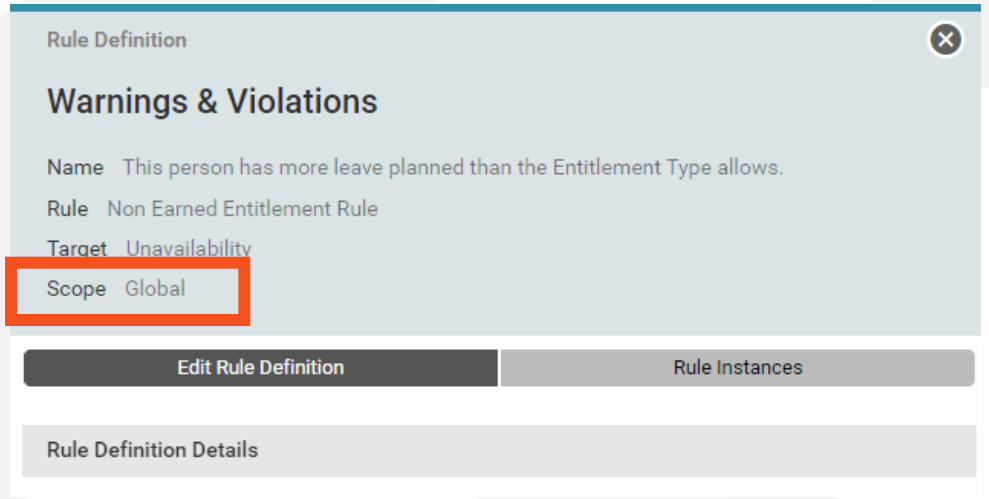
Global Rules

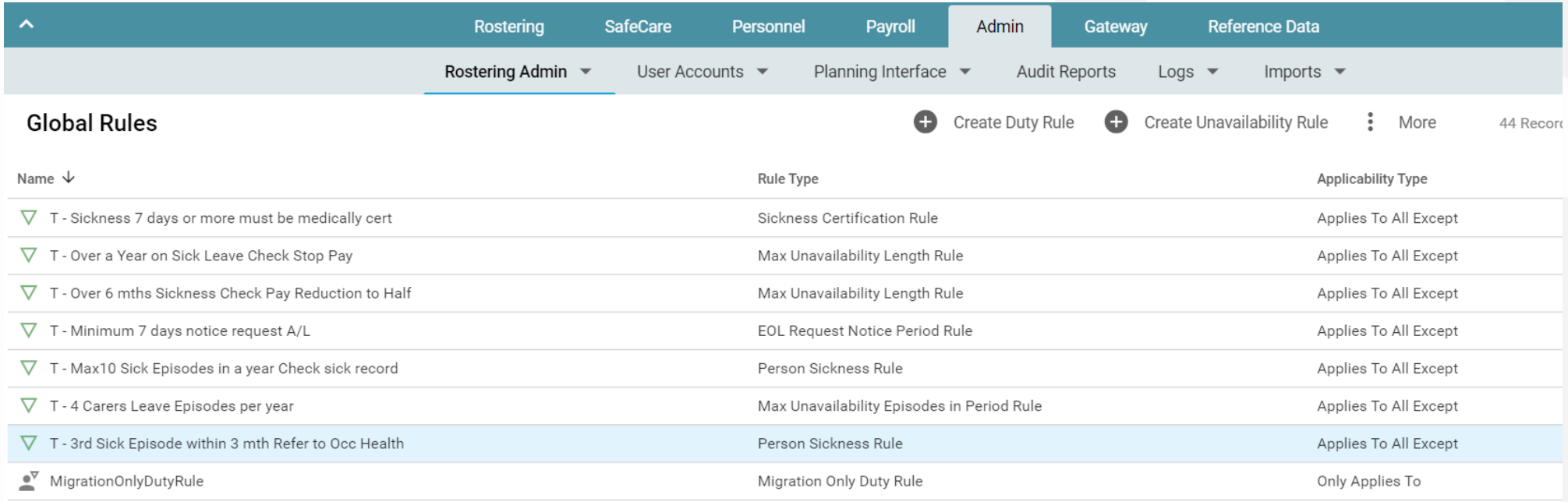
Admin> Rostering Admin> Global Rules

Ref Data Actions: Rules

Ref Data Tools: Rules

Roster Admin Actions: Manage Rules





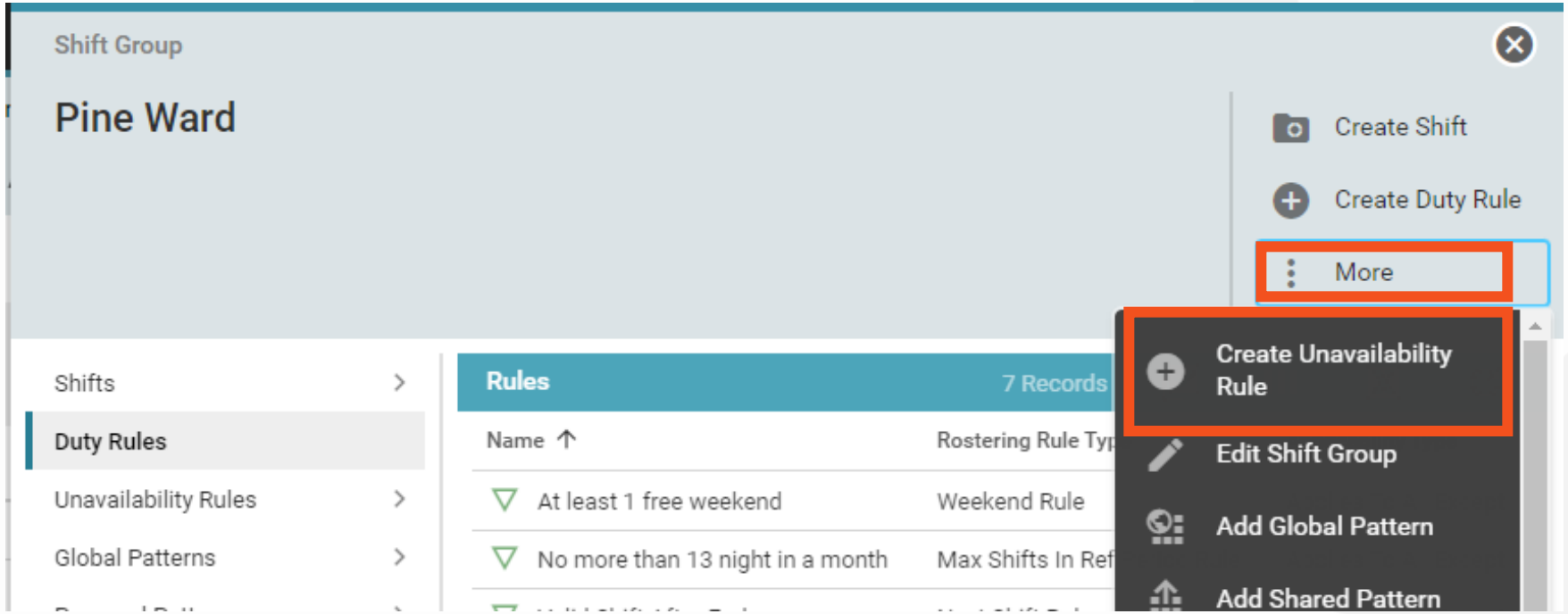
Unit Rules

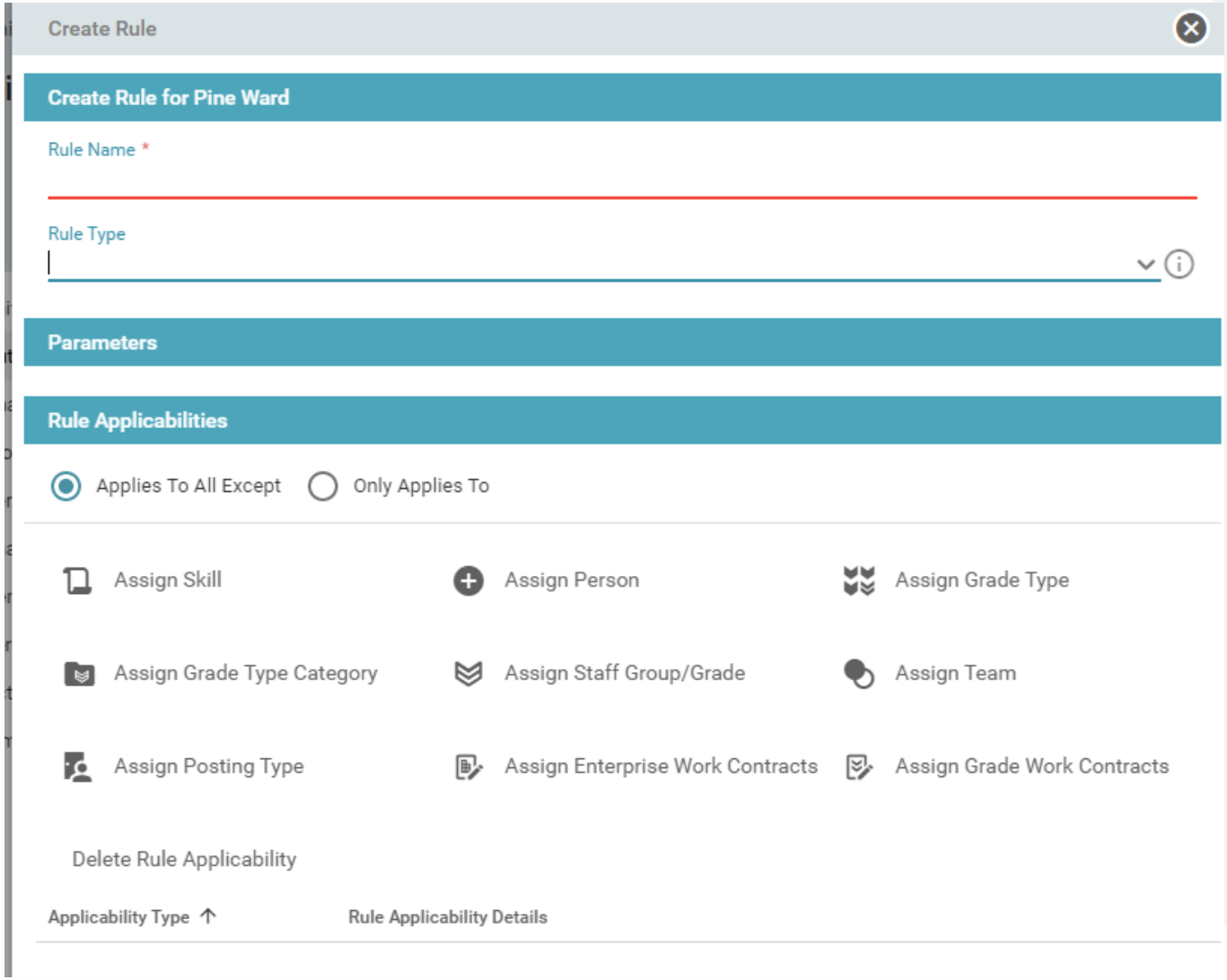
Admin> Rostering Admin> Shifts, Patterns and Rules

Roster Admin Actions: Shifts Patterns & Rules

Roster Admin Tools: Shifts Patterns and Rules

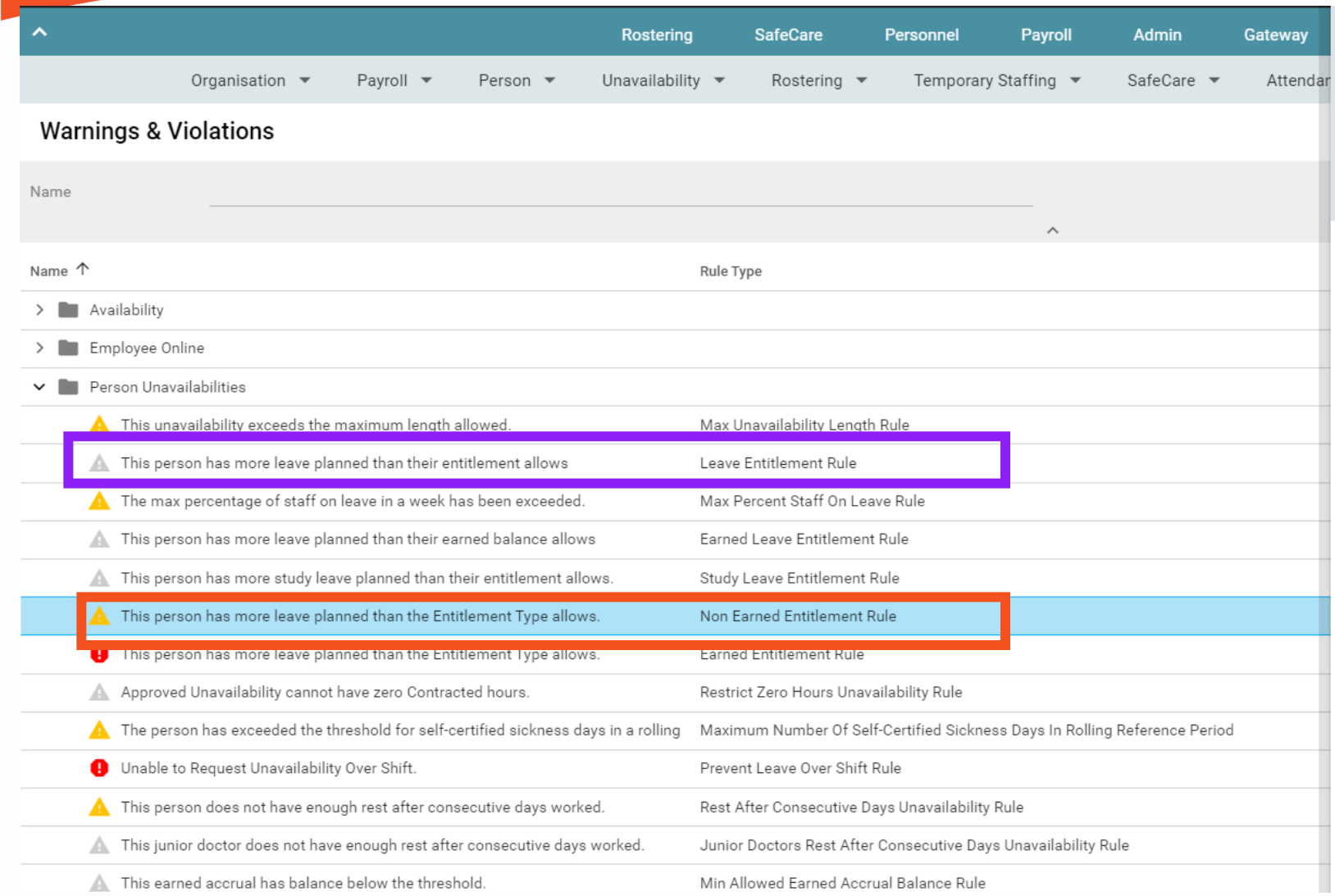
Roster Admin Actions: Manage Rules

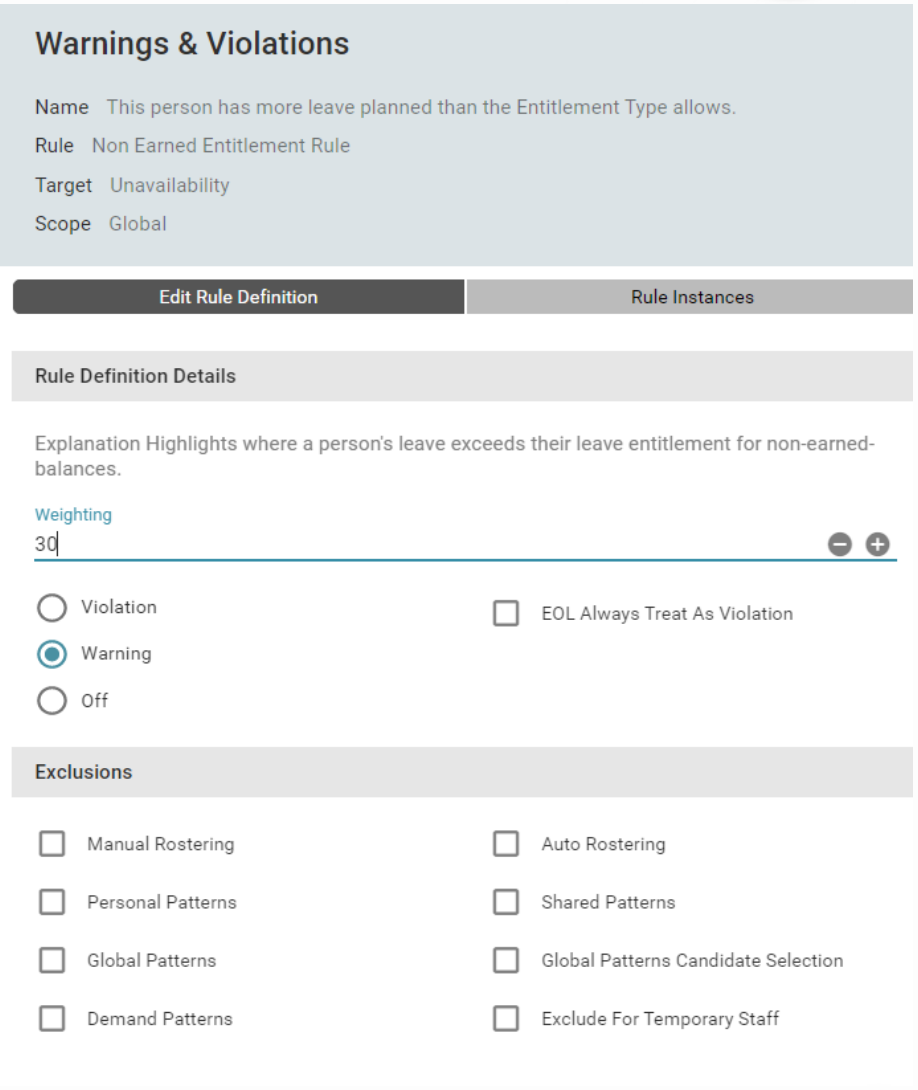



Create Rule
Create Rule for Pine Ward
Rule Name *
Rule Type
Parameters
Rule Applicabilities
Applies To All Except
Only Applies To
Assign Skill
Assign Person
Assign Grade Type
Assign Grade Type Category
Assign Staff Group/Grade
Assign Team
Assign Posting Type
Assign Enterprise Work Contracts
Assign Grade Work Contracts
Delete Rule Applicability
Applicability Type
Rule Applicability Details

Annual Leave Rules

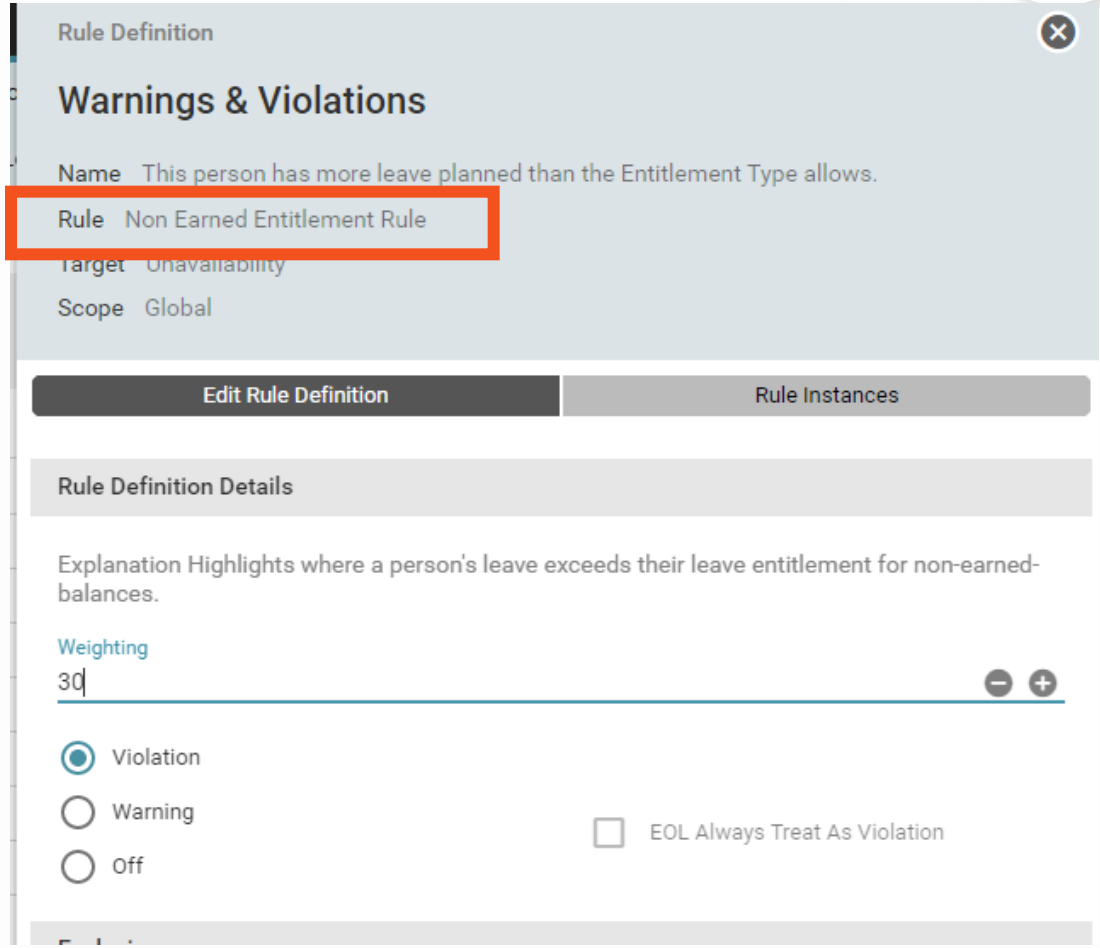
Leave Entitlement Rule / Non Earned Entitlement Rule



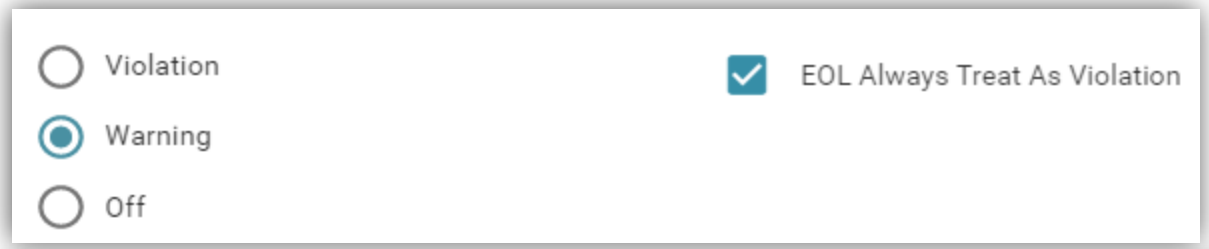


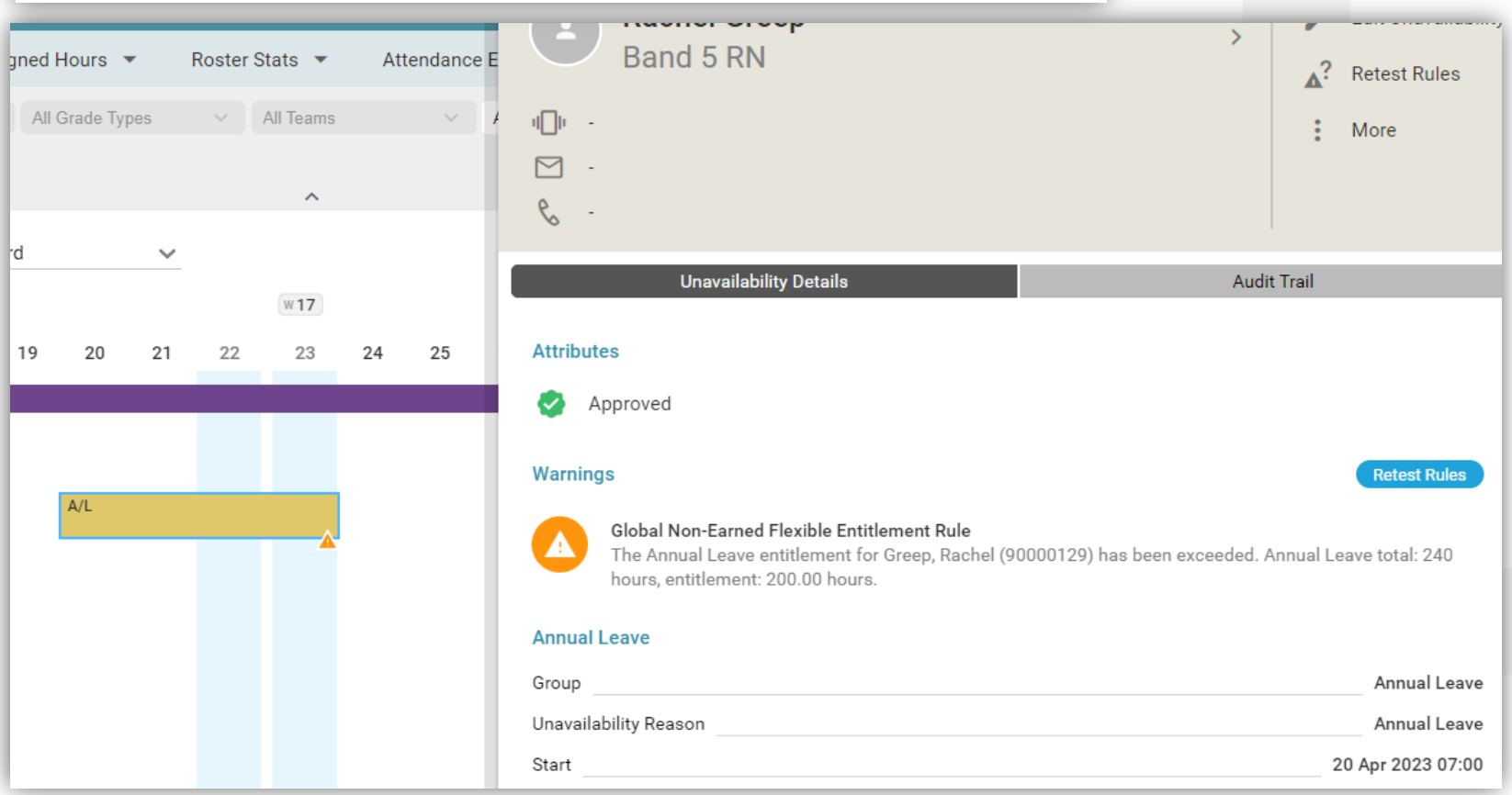
Leave Entitlement Rule / Non Earned Entitlement Rule

- Global Rule
- **Leave Entitlement Rule** applies to all entitlement types
- **Non Earned Entitlement** and **Earned Entitlement** Rules superseded this rule in 10.7.2
- Non-Earned = Annual Leave
- Earned = Toil, Lieu etc.
- Recommended Violation or a Warning (EOL Violation)

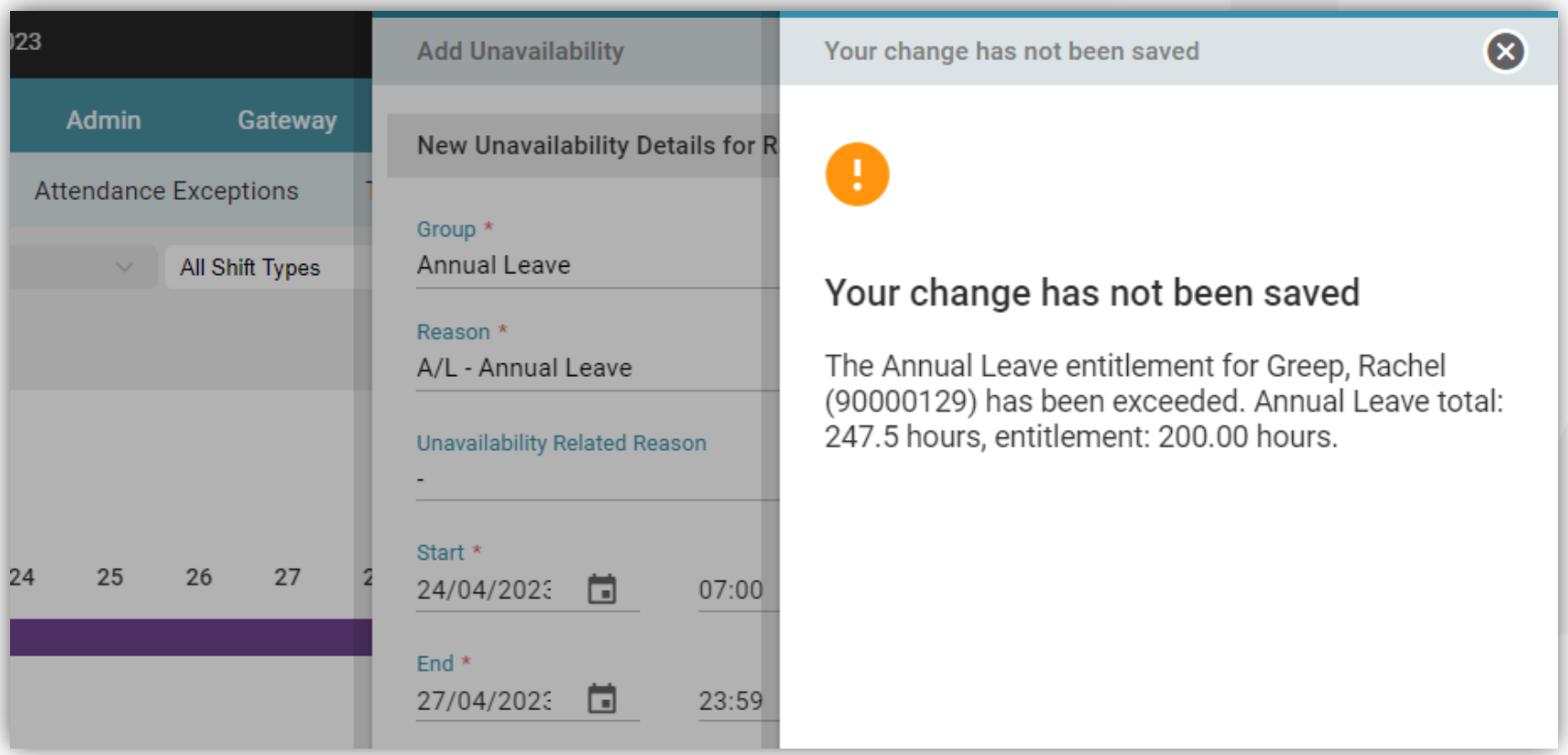


When triggered in Allocate Optima (HealthRoster) as Warning

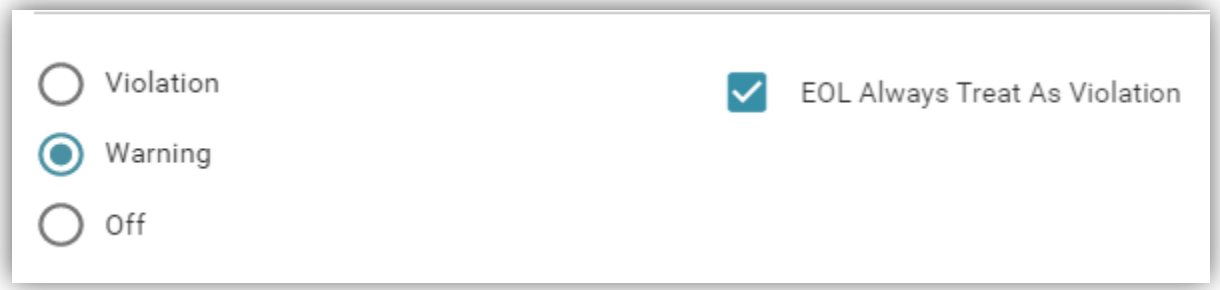


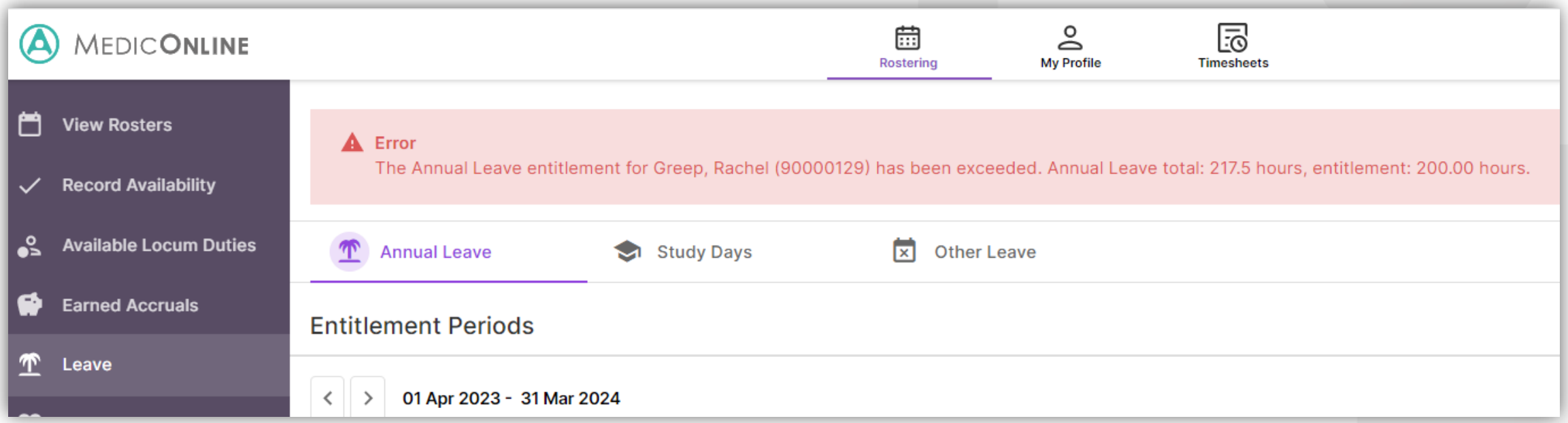


When triggered in Allocate Optima (HealthRoster) as Violation

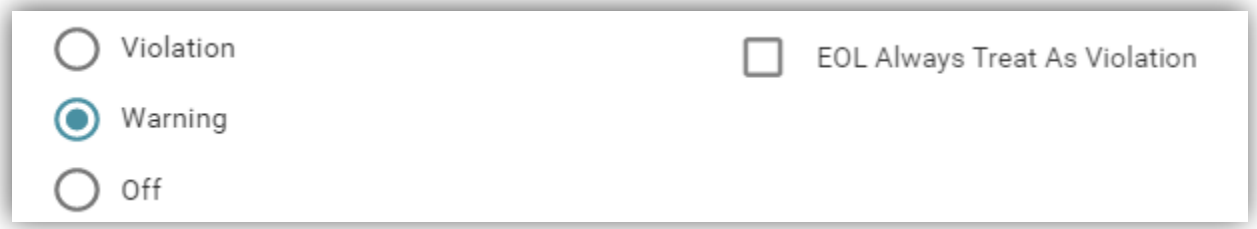


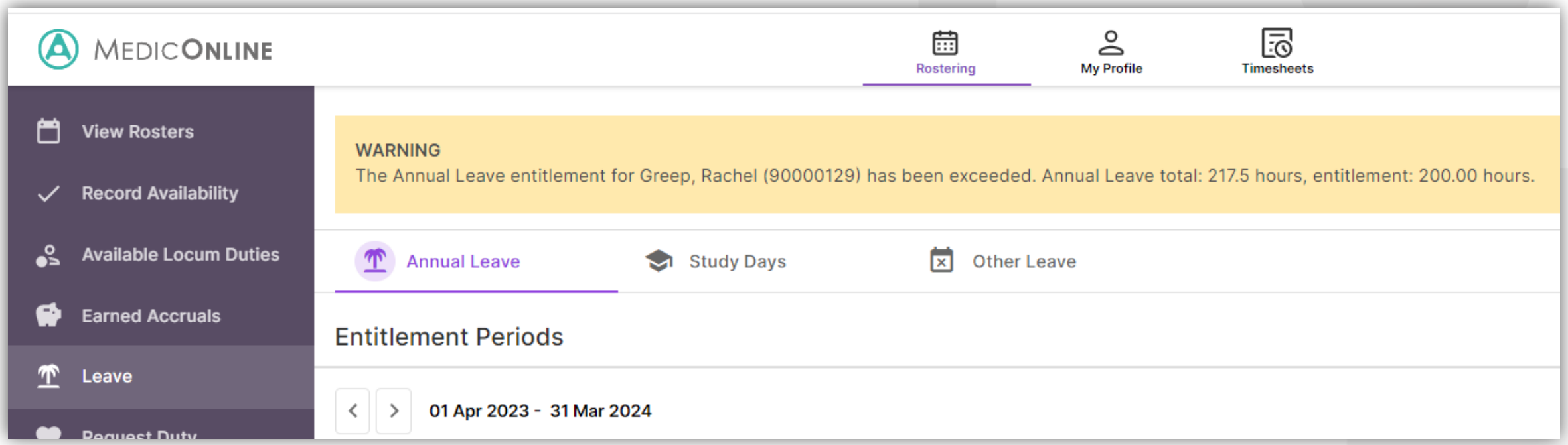
When triggered in EOL (with EOL Violation)





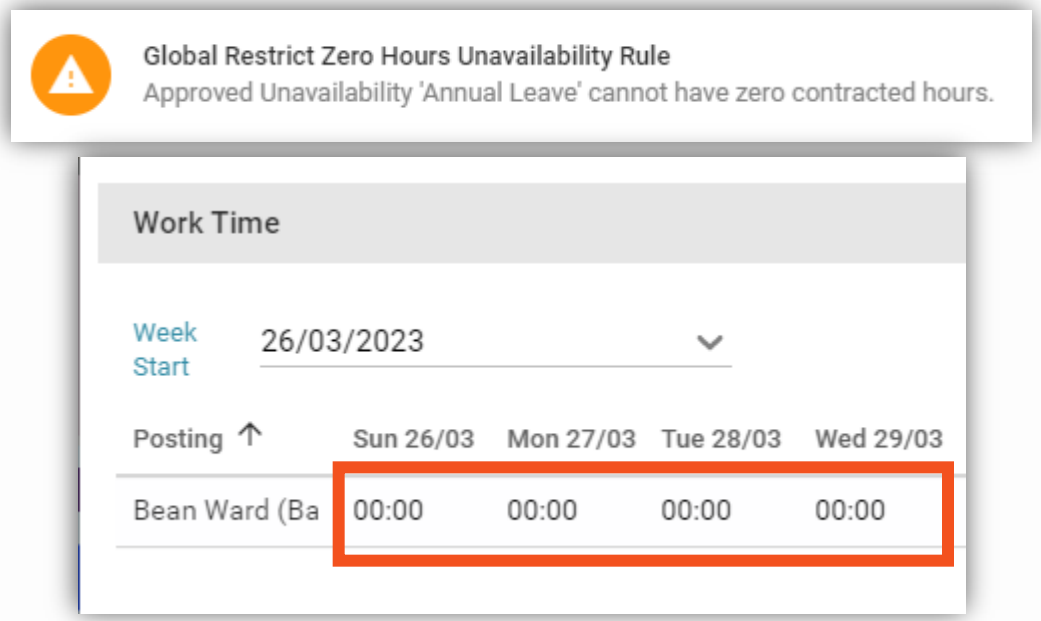
When triggered in EOL (Warning> No EOL Violation)

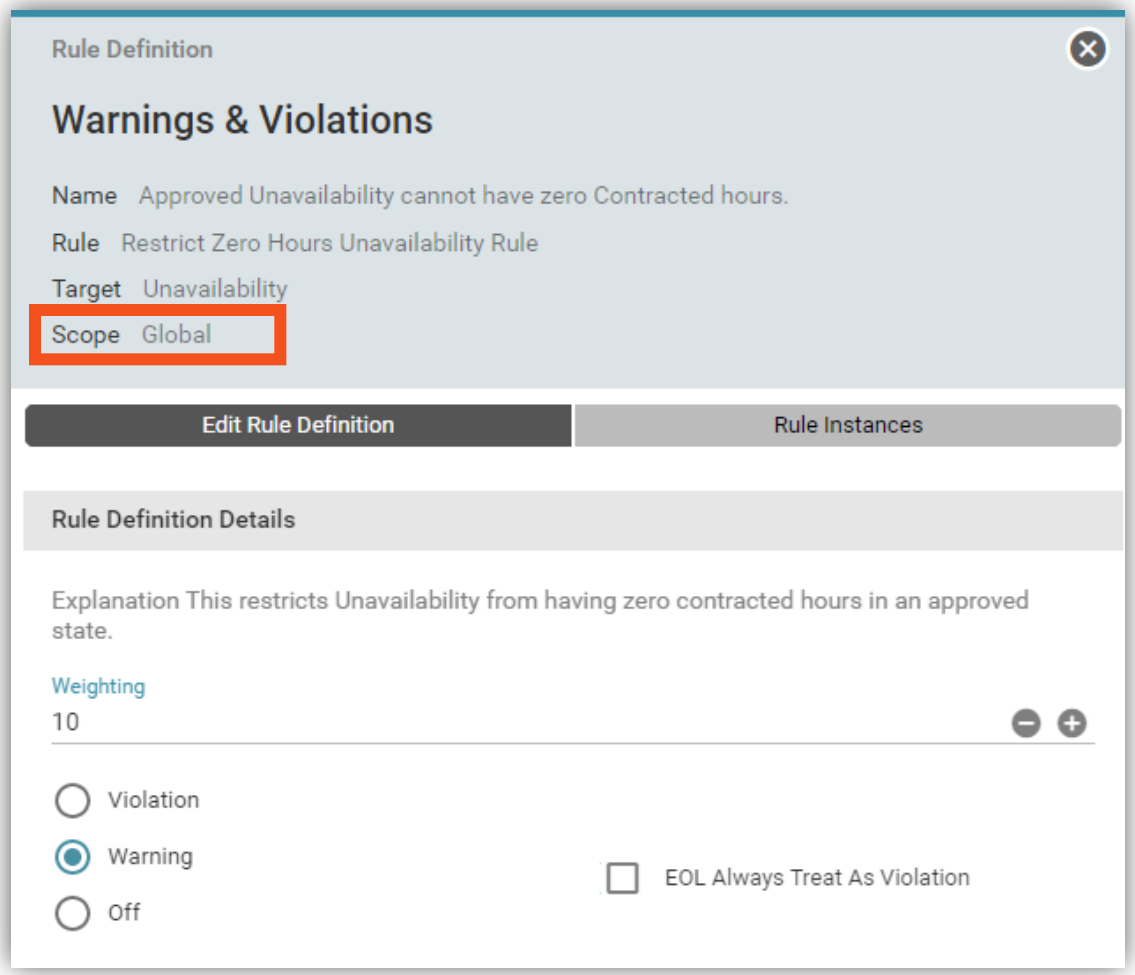




Restrict Zero Hours Unavailability

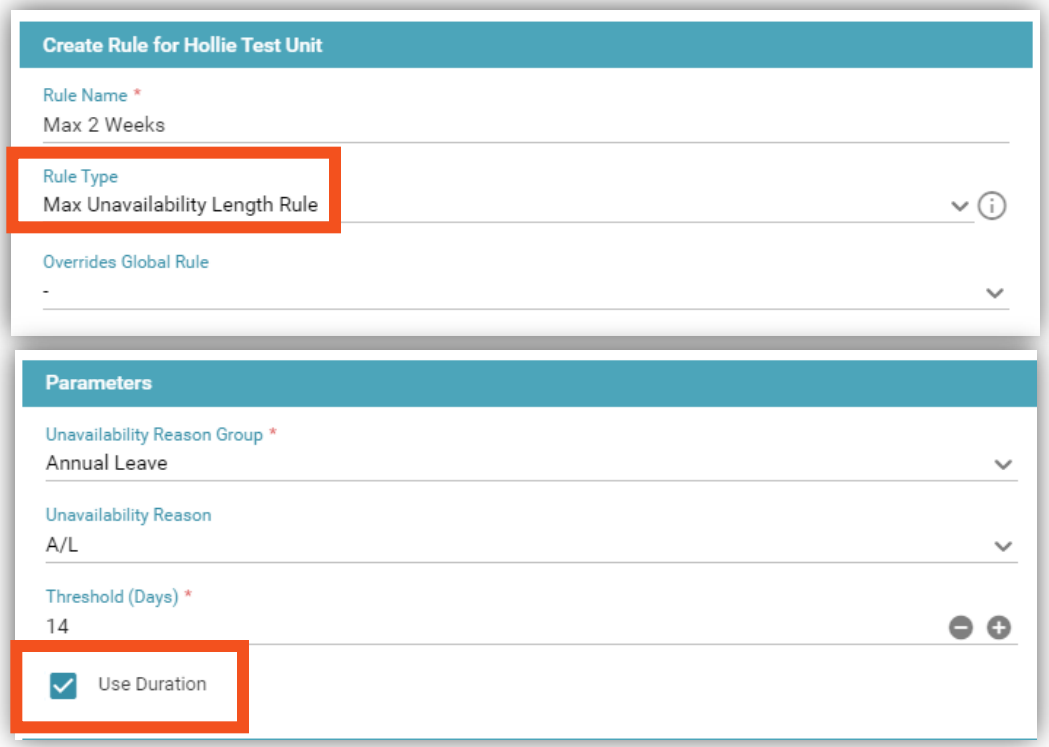
- Global Rule
- Prevents approved periods of leave with 0 hours
- Applies to all unavailability reasons



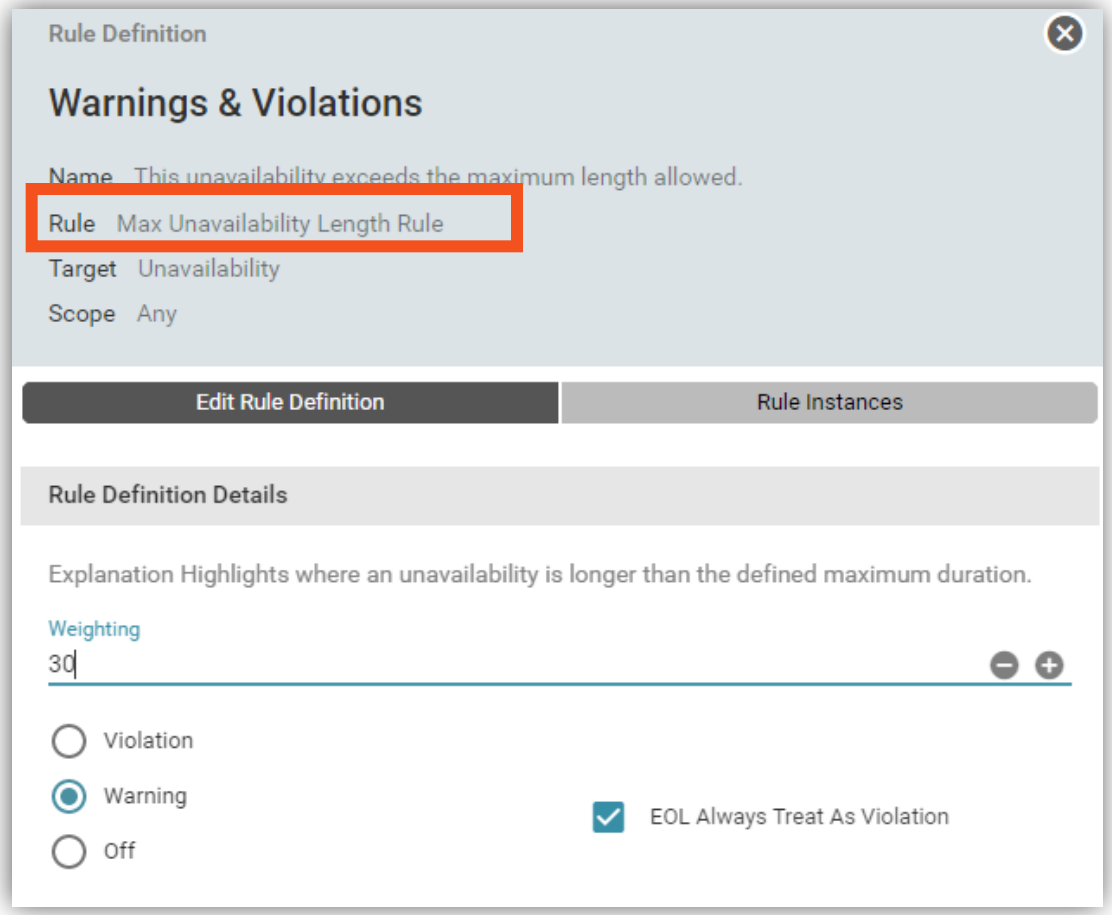


Max Unavailability Length Rule

- Any Scope
- Can specify unavailability reason

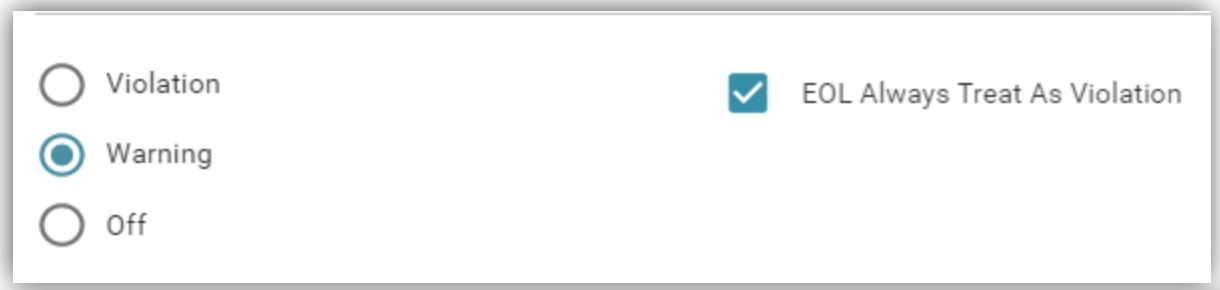


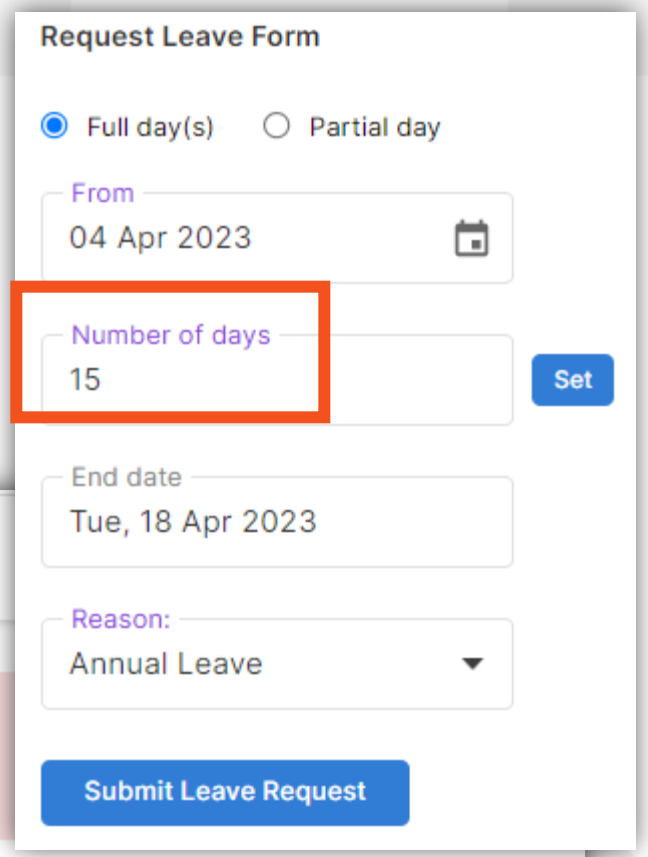
- Controls the amount of leave you can take at one time

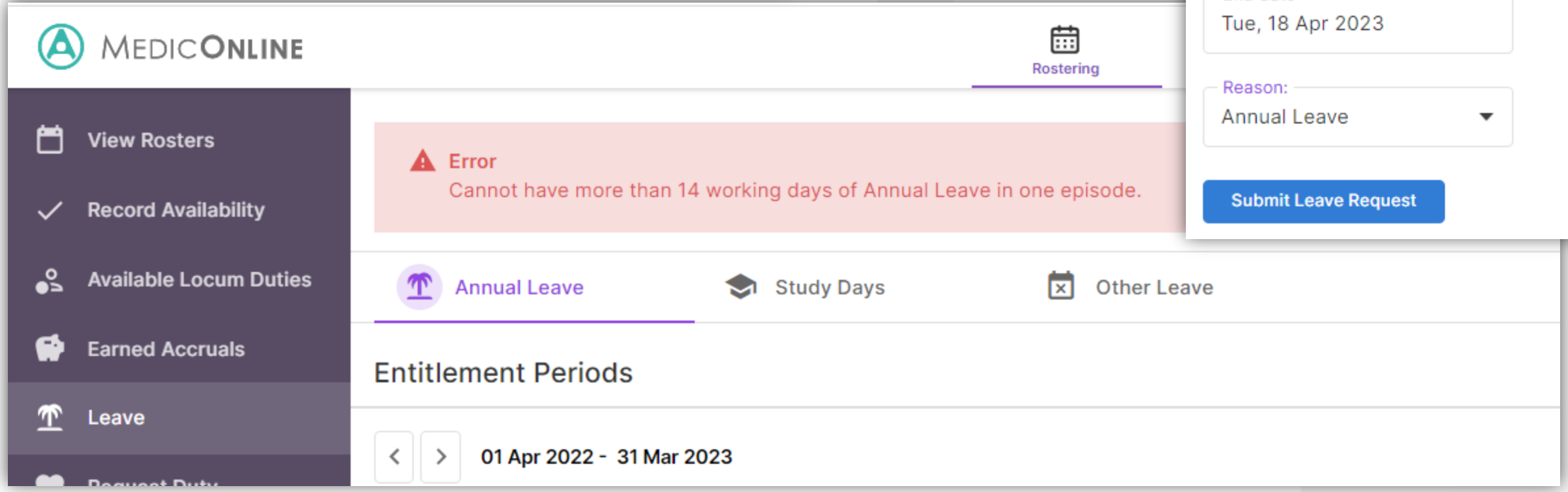


RLDATIX

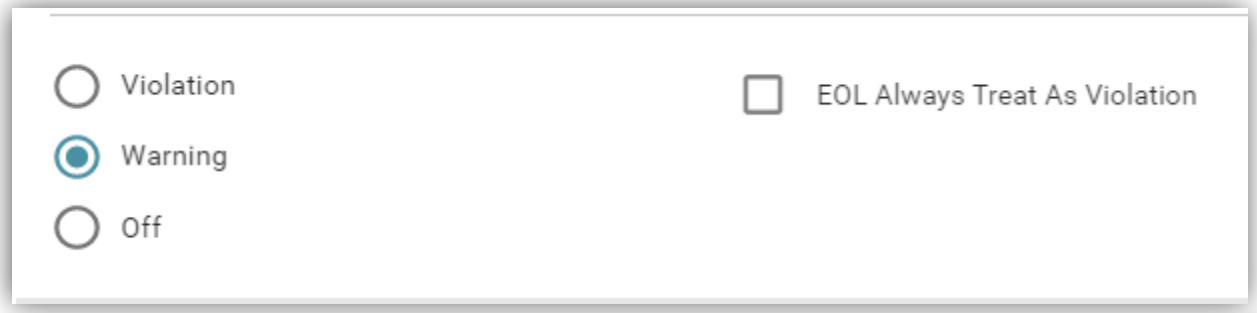
- If triggered in EOL (EOL Violation)

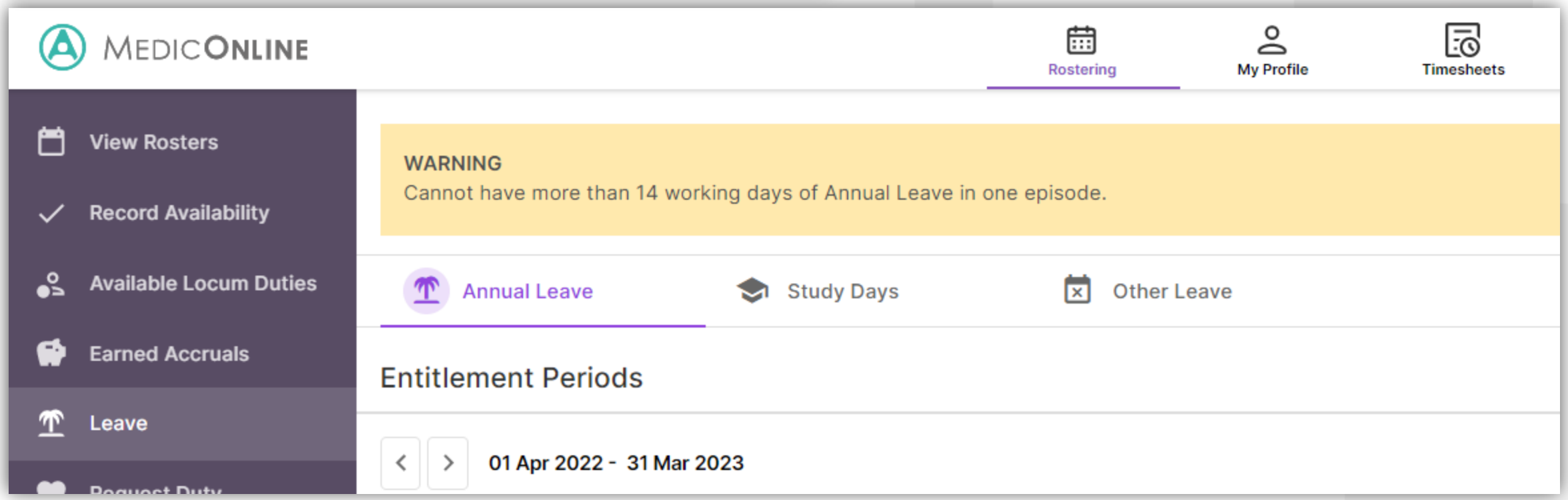






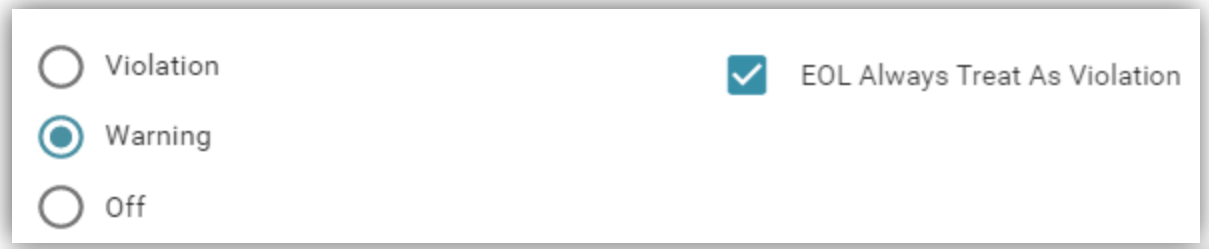
- If triggered in EOL (Warning > No EOL Violation)

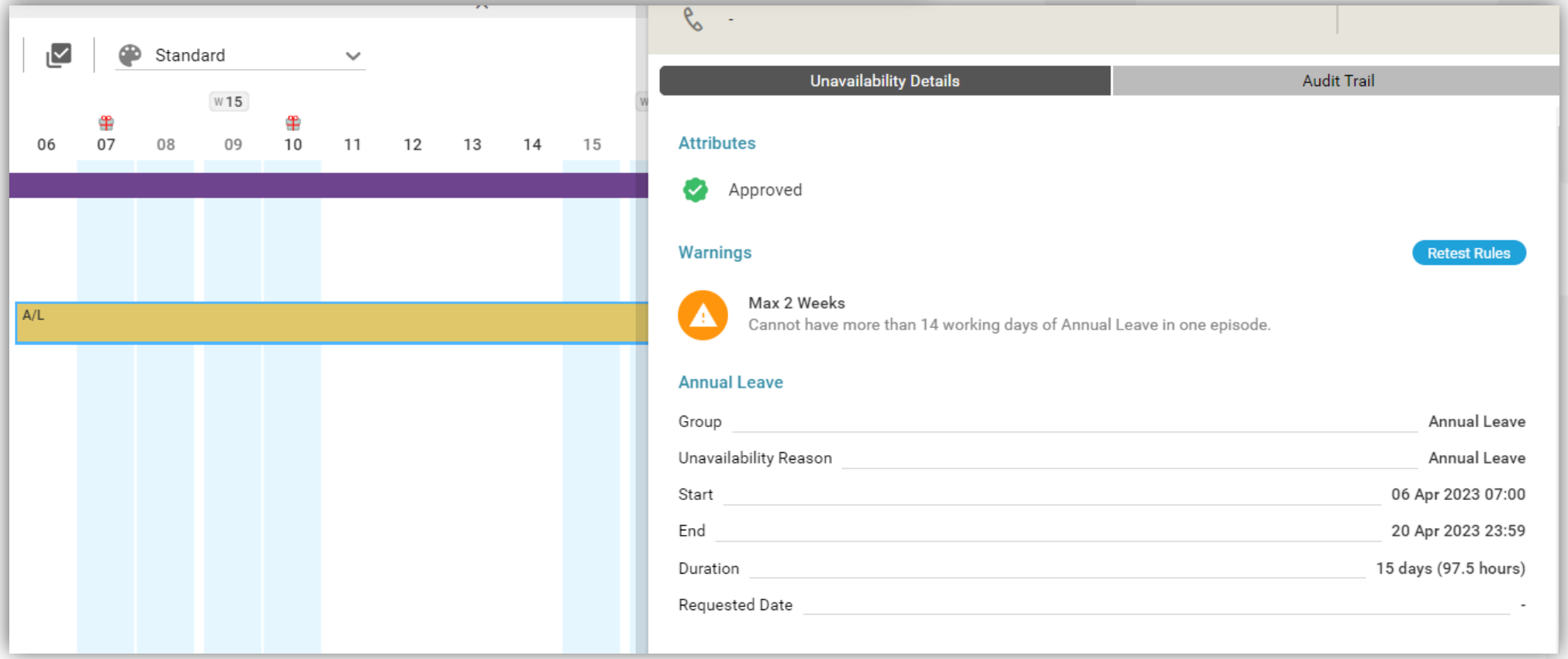




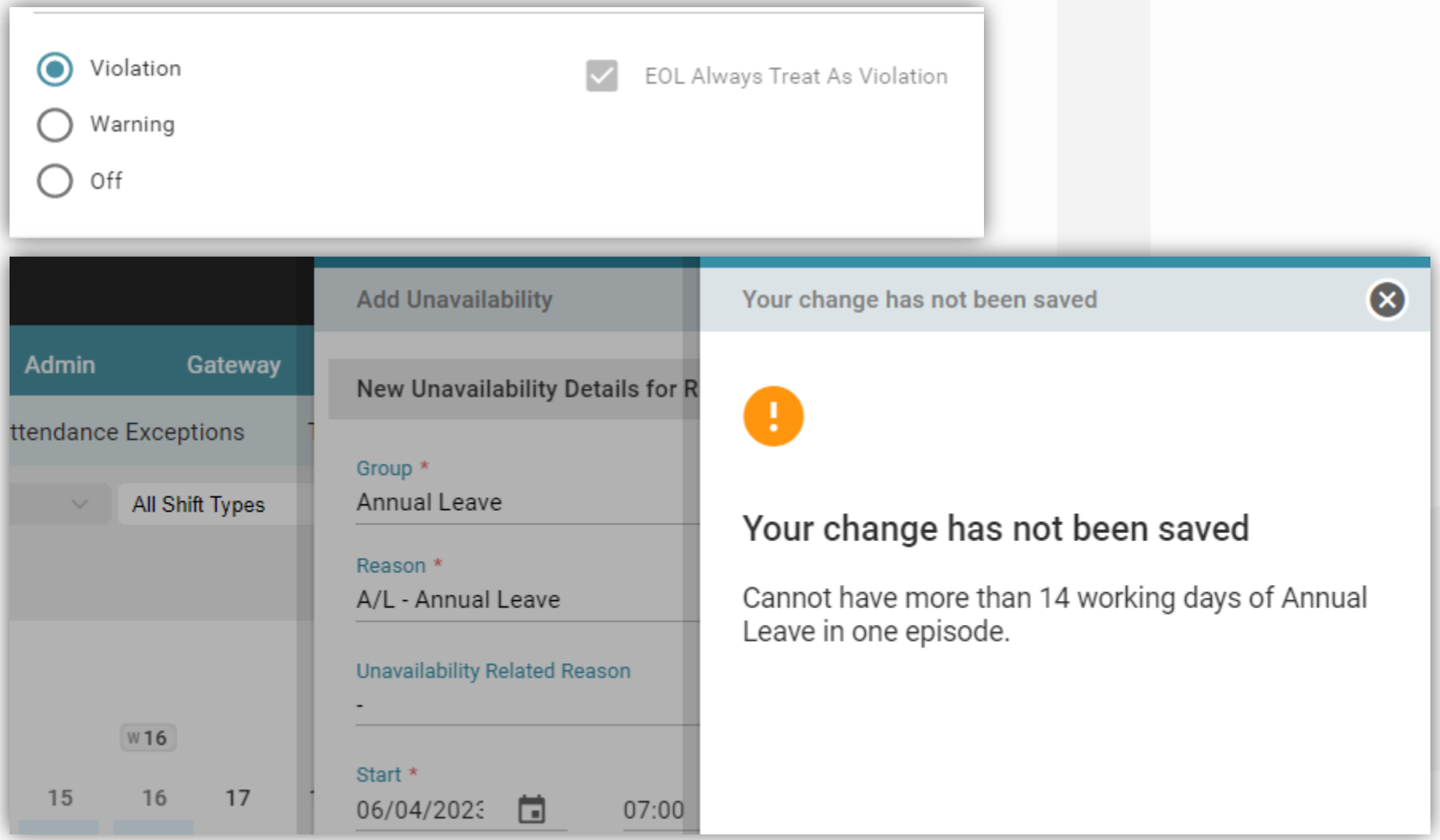
RLDATIX

- If triggered in Allocate Optima (HealthRoster) as a Warning





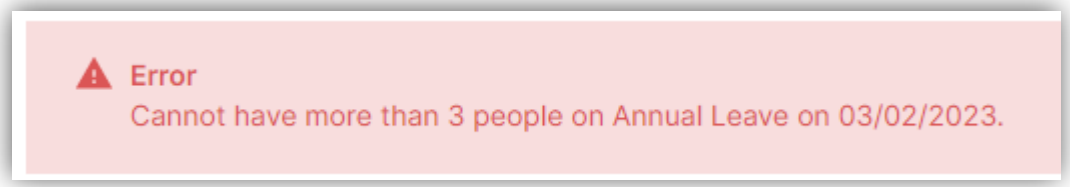
- If triggered in Allocate Optima (HealthRoster) as Violation

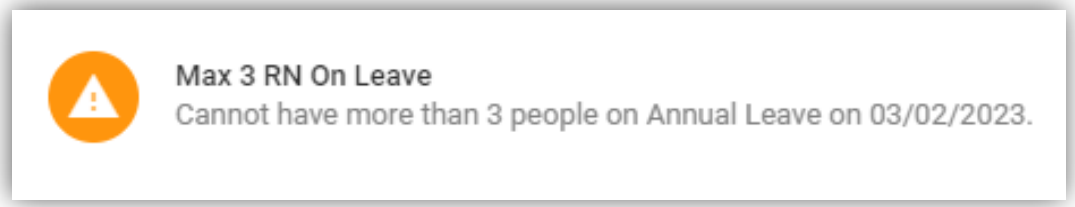


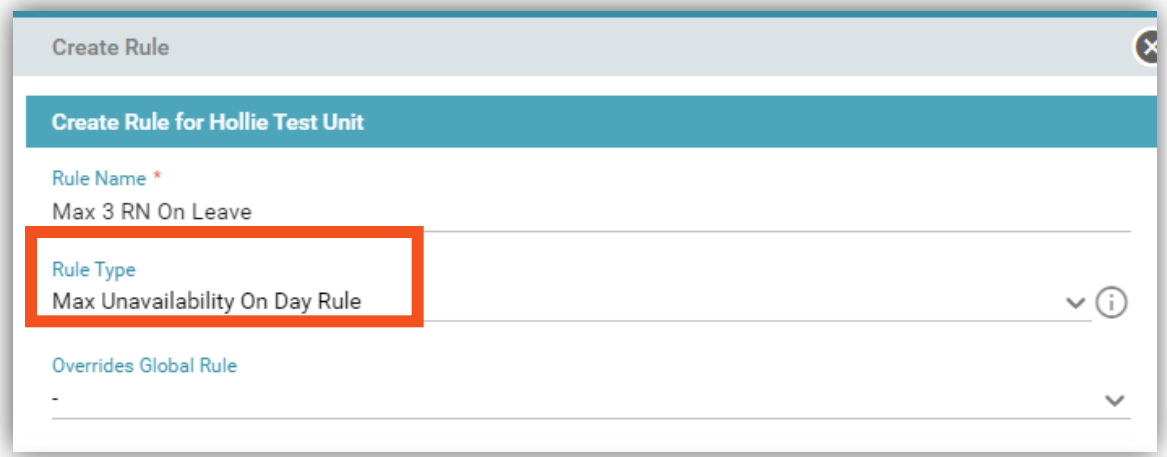
Max Unavailability on Day Rule

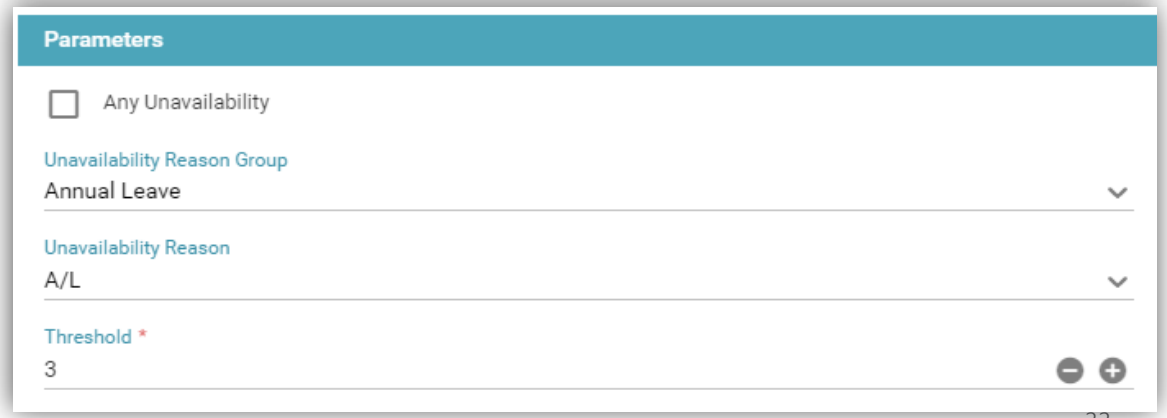
- Any Scope
- Can specify unavailability reason

- Ensures enough staff available to work at any time





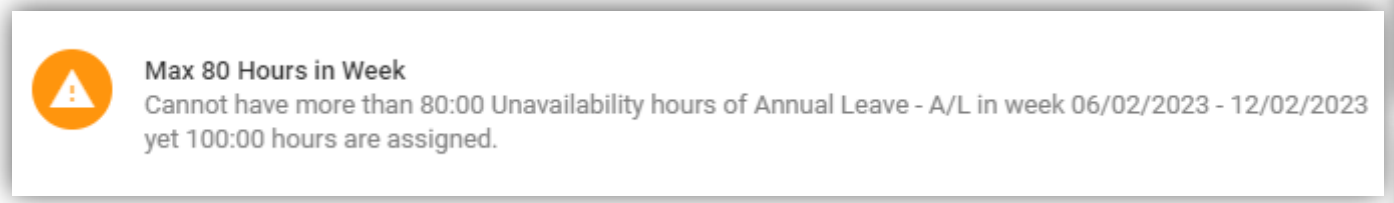


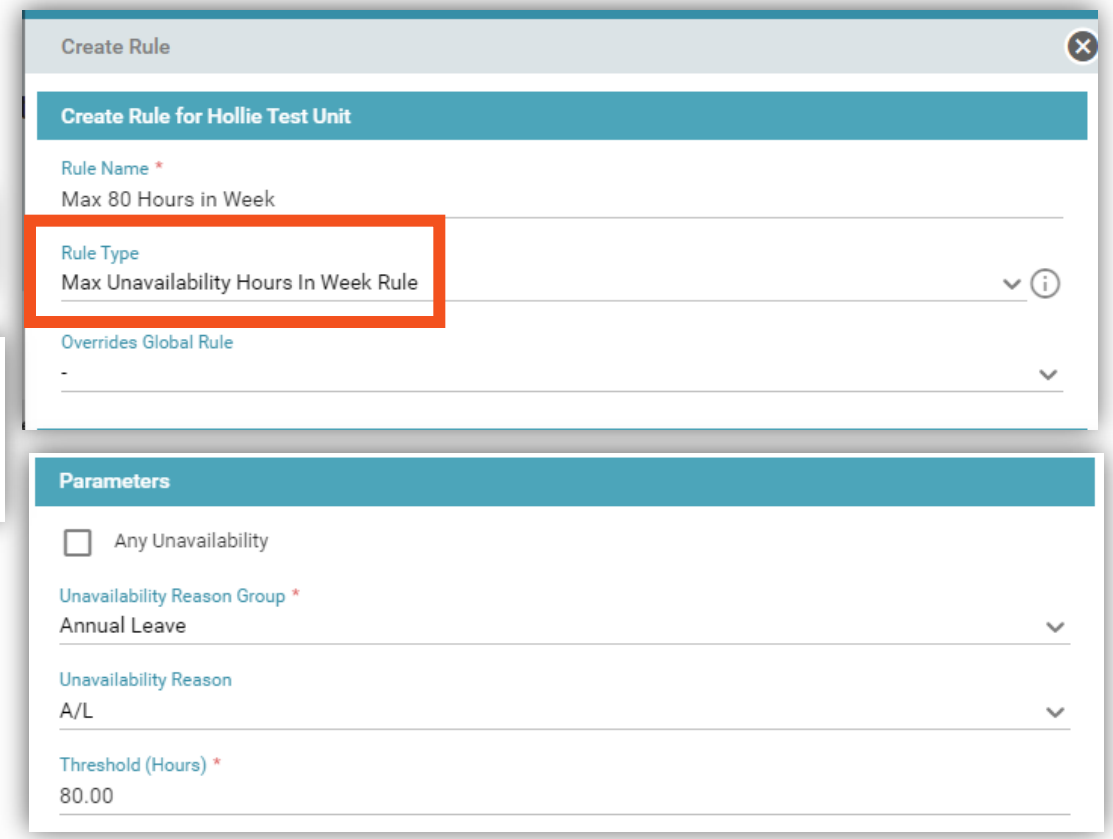


RLDATIX

Max Unavailability Hours In Week Rule

- Any Scope
- Can specify unavailability reason
- Limits the amount of unavailability hours taken in the unit within a week

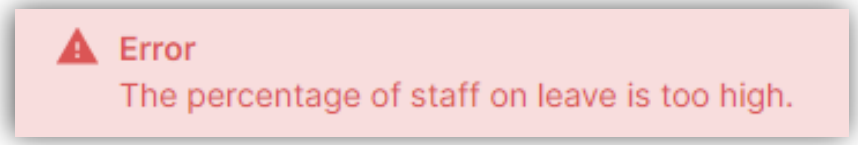




Max Percent Staff on Leave Rule

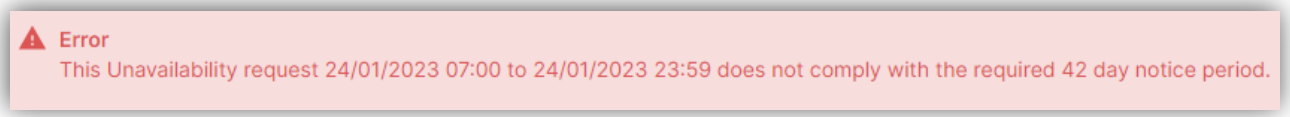
- Any Scope
- Restricts the percentage of annual leave in a week

- Calculates based on a percentage of the contracted hours in the week
- Applies only to Annual Leave

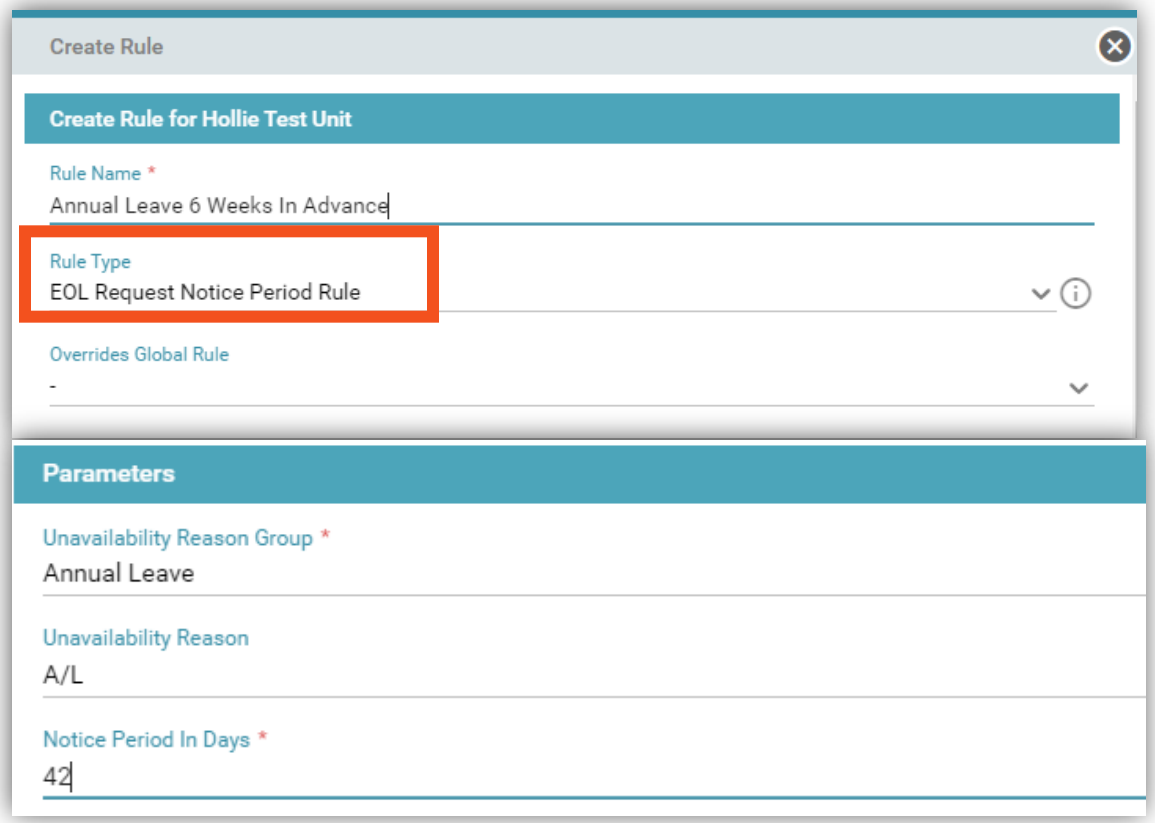


EOL Request Notice Period

- Any Scope
- Enforces set notice before booking leave

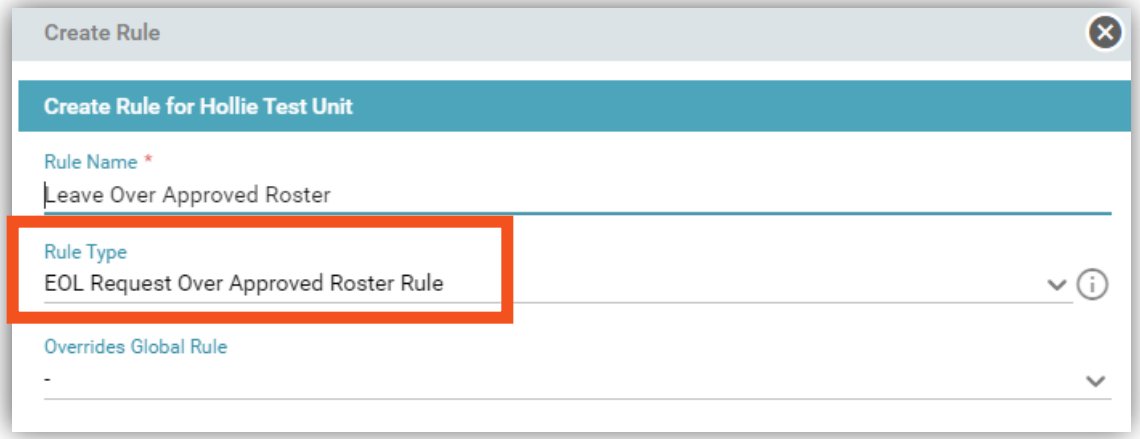


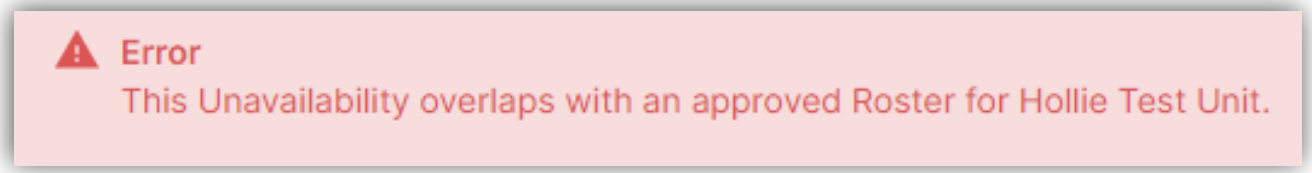
- Ideal to keep in line with approval timelines
- Can specify unavailability reason



EOL Request Over Approved Roster

- Any Scope
- Prevents unavailability requests over an approved roster
- Only triggers if request would cancel something with approved work time on that date
- Applies to all unavailability reasons (cannot specify reason)

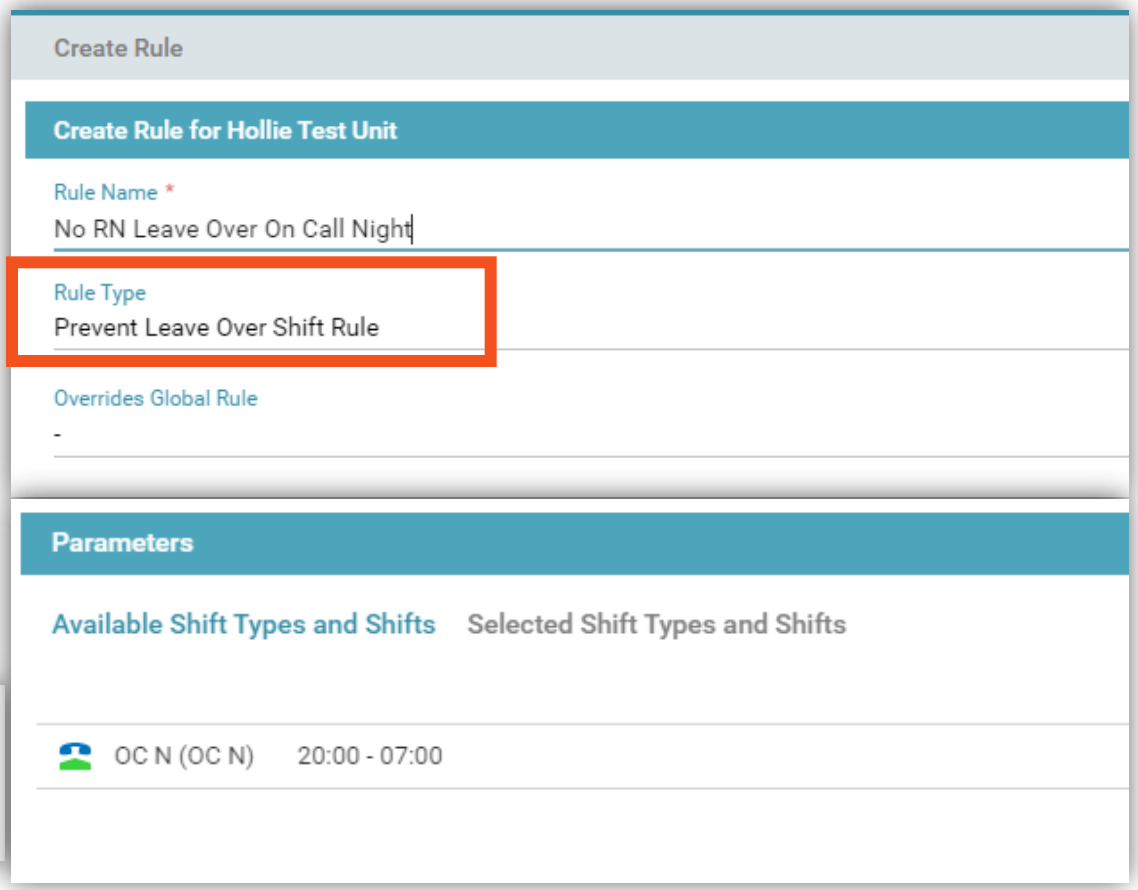


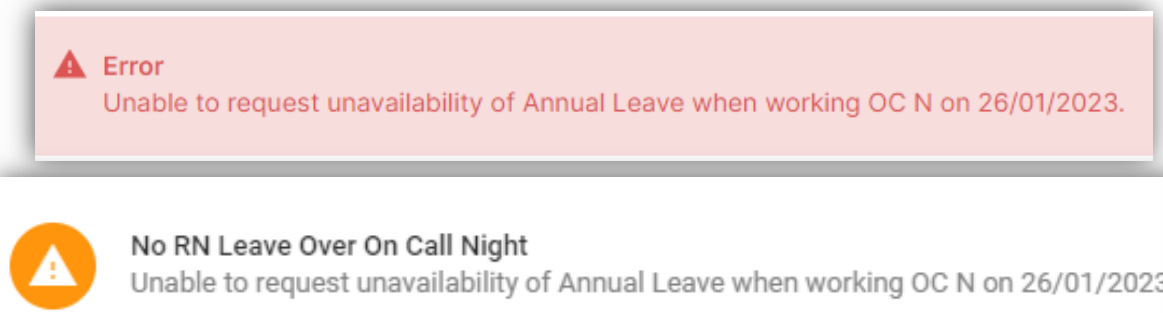


RLDATIX

Prevent Leave Over Shift Rule

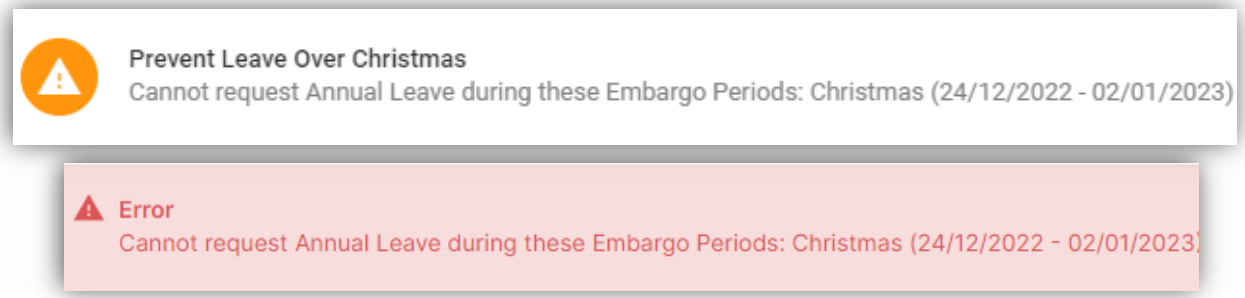
- Any Scope
- Triggers if worker requests a period of leave if already assigned a specific shift
- Applies to all unavailability reasons (cannot specify reason)



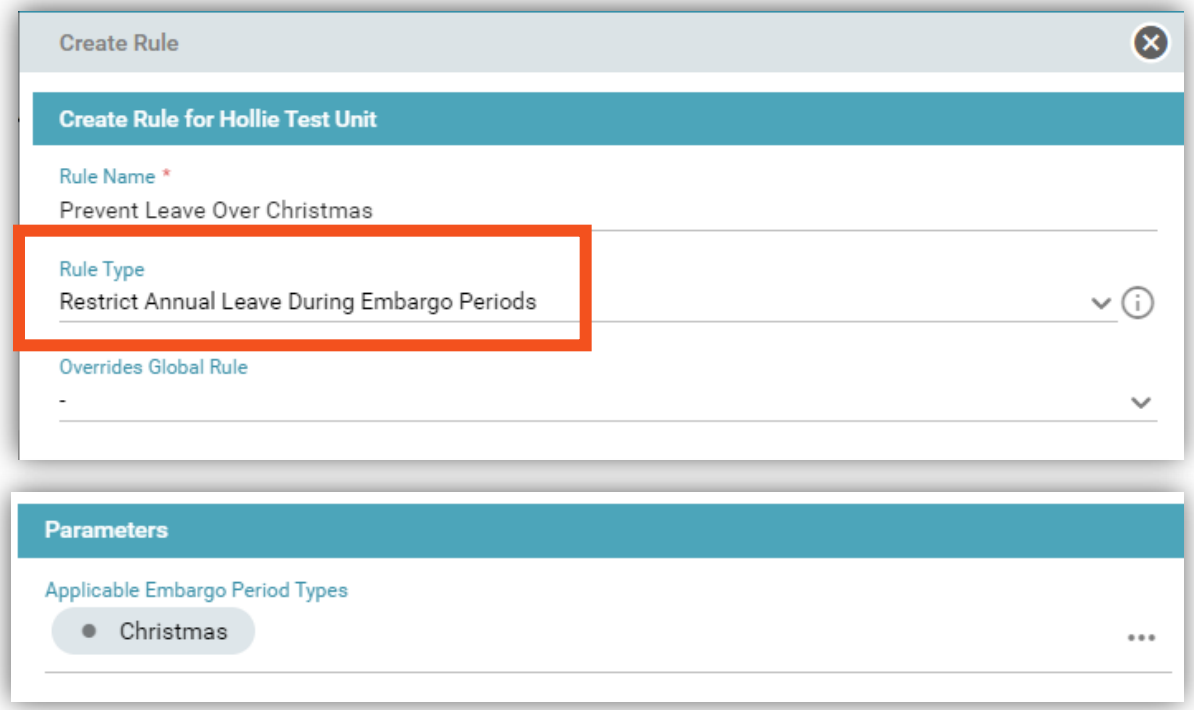


Restrict Annual Leave During Embargo Periods

- From 11.1.4
- Prevents Annual Leave requests during Embargo Periods

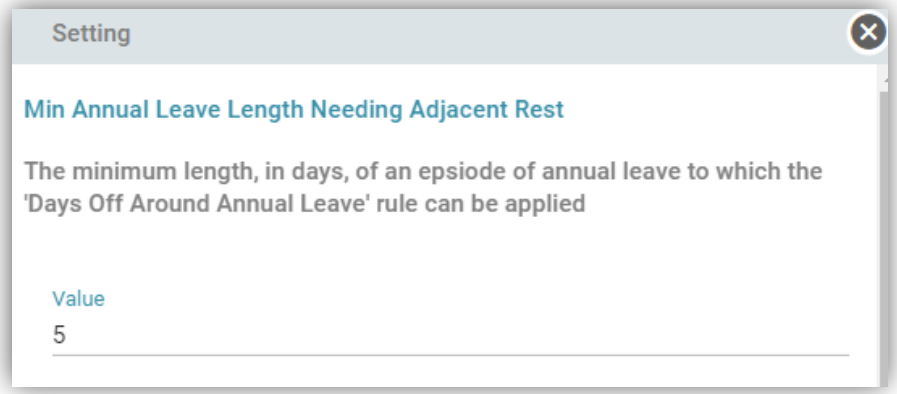


- Reference Data> Unavailability> Embargo Periods
- *Ref Data Tools: Embargo Periods*
  Ref Data Actions: Embargo Periods.

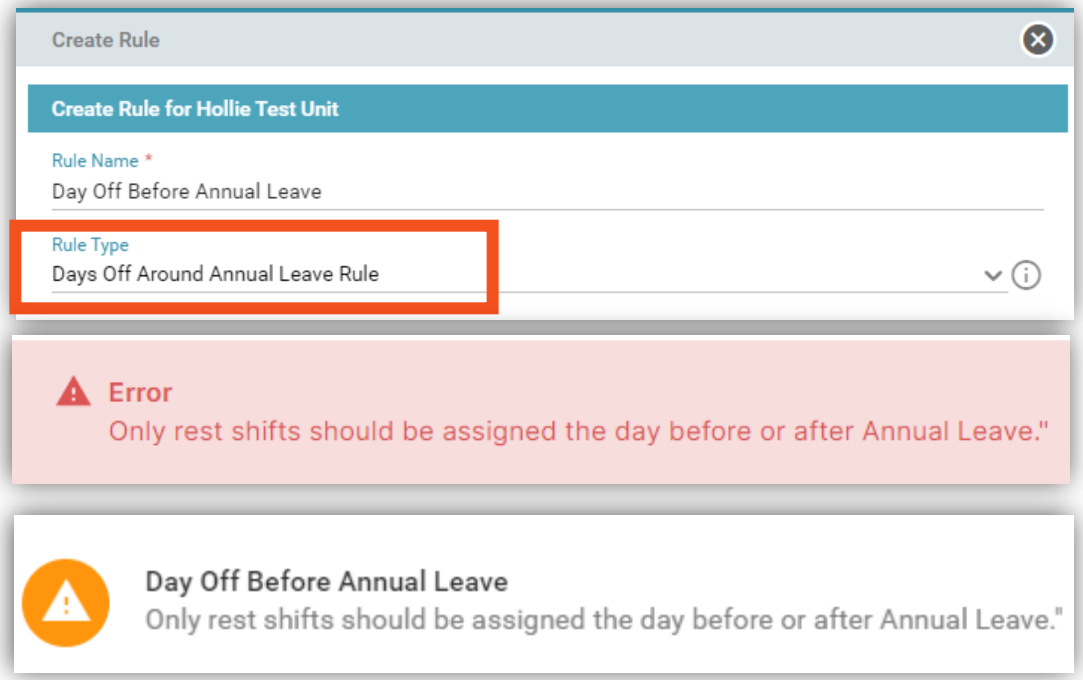


Days Off Around Annual Leave Rule

- Any Scope
- *Reference Data> Organisation> Settings* 'Min Annual Leave Length Needing Adjacent Rest'



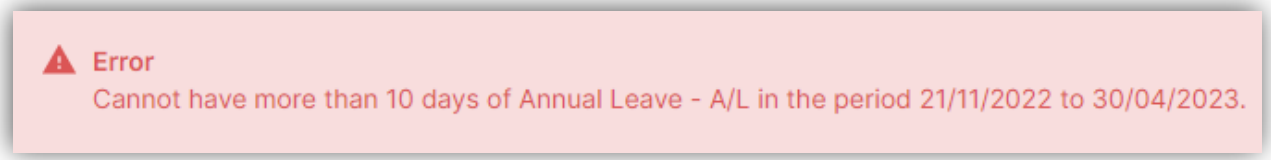
- Ensures that duty the day before after a period of leave of a certain length is a rest shift
- Only applies to Annual Leave

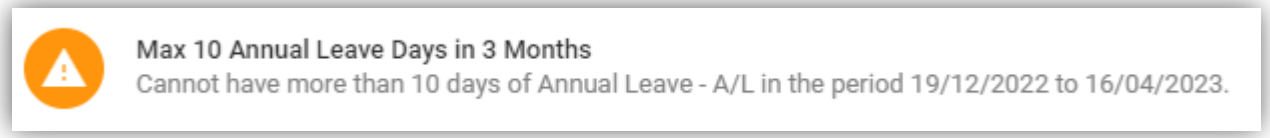


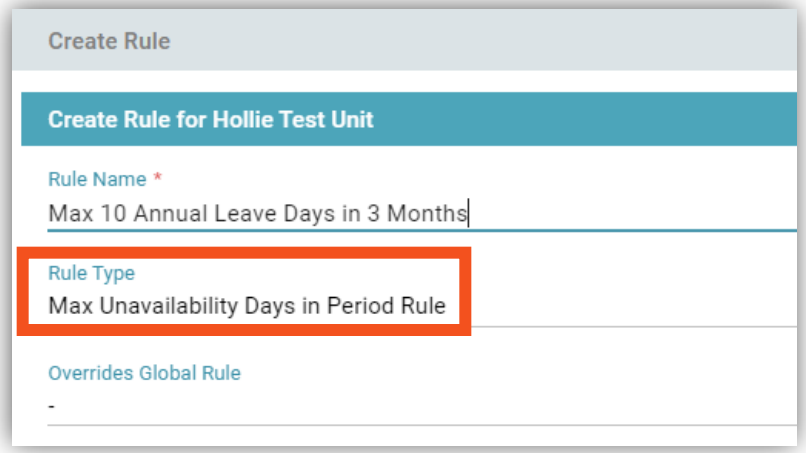
RLDATIX

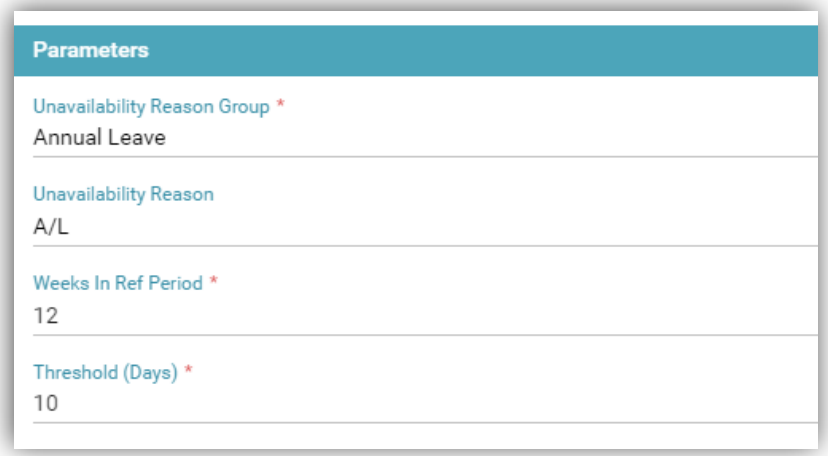
Max Unavailability Days in Period Rule

- Any Scope
- Limits the amount of unavailability days you can take within a reference period
- Can specify unavailability reason









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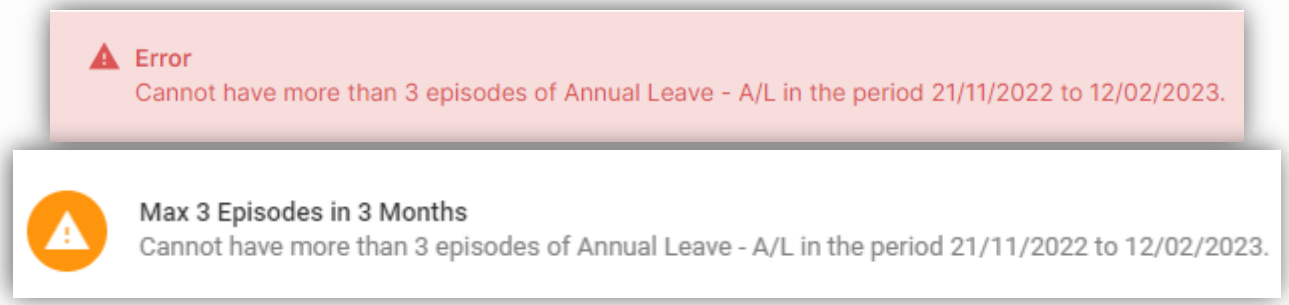
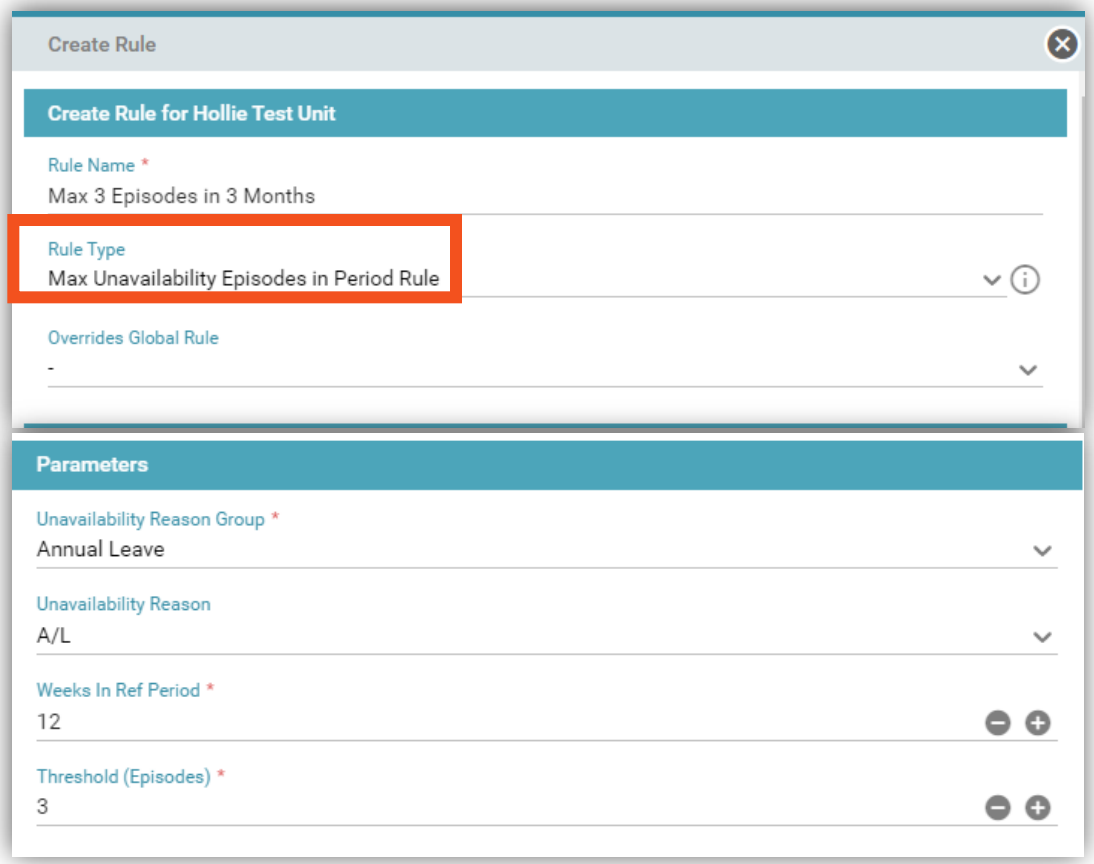
Max Unavailability Episodes in Period Rule

- Any Scope
- Prevents too many episodes of leave within a period
- Can specify unavailability reason





Supporting Documentation

Supporting Documentation

- HealthRoster 11- Rules (Entity Guide) Feature Guide
  https://www.allocate.support/hc/en-us/articles/5749094872348-HealthRoster-Rules-Entity-Guide-

- HealthRoster 11- Duty Rules
  https://www.allocate.support/hc/en-us/articles/360017469739-HealthRoster-Duty-Rules-

- HealthRoster 11 – Rules Feature Guide
  https://www.allocate.support/hc/en-us/articles/360016889440-HealthRoster-Rules

Questions?

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