

Rota

- **Rota:** to be built in 4 week blocks.
- **A full calendar month before the rota starts:** the rota is finalized, e.g. August rota to be finalized by July 1st.
- **5 days before the rota is finalized:** all requests for leave / days off etc to be submitted by email to our group email address.
- **Only 1 person to take leave at the same time, unless there are exceptional circumstances.** Please discuss with us in the first instance.
- **Shift Swaps:** once the rota is finalized, any requests for swaps need to be sent by email to our group email address.
 - Remember that this is only a request and while we will try and meet them, with a small team this may not always be possible.
 - The shift remains the responsibility of the person initially allocated on the rota unless a swap can be arranged.
 - An updated version of the rota will be circulated if any swaps are done.
- **Rota circulation:**
 - Email to all the staff care team
 - Email to us
 - Print the current version and place on the noticeboard.
- **Rota storage:** the rota coordinator is to save the rota on the laptop with a file name in the following format,
 - Staff Rota YEAR MONTH v1.xlsx for example Staff Rota 2021 August v1.xlsx
- If there are any revisions to the rota, the original rota **is not to be changed**. Copy and change a new version saved as,
 - Staff Rota YEAR MONTH v2 (and v3 v4 and so on)
- All versions should be saved on the laptop
- Paper copies of old rotas should also be kept for reference and are to be filed in date order (most recent at the front)

[Sign off sheet for staff to acknowledge they have read this policy](#)

Print your name	Sign your name	Date
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