



Allocate Rota

Specification for updates to Allowance for leave calculations

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Overview

This document details the new Allowance for Leave (AfL) calculation to be applied to Full Time and Less Than Full Time (LTFT) rotas in the Allocate Rota software. The new calculation is to be applied when calculating average weekly hours across the rota cycle and average night hours.

This document also details additional changes to be made in Allocate Rota to support the new AfL calculations.

New calculations

For average hours across the rota cycle with AfL the following calculation is to be applied:

$$= (\text{Total hours in rota cycle} - \text{Leave per rota cycle in hours}) / (\text{No. weeks per cycle} - \text{Leave per rota cycle in weeks})$$

- Leave per rota cycle in hours is to be calculated as follows:
 - Leave per rota cycle in days multiplied by standardised working day hrs

where Leave per rota cycle in days should be:

$$(\text{Full or Prorated leave for doctor in days} / (365/7)) \text{ multiplied by rota cycle in weeks}$$

- Leave per rota cycle in weeks is to be calculated as follows:
$$(\text{Full or Prorated leave for doctor in days} / (365/7)) \text{ multiplied by rota cycle in weeks} / (5 \text{ multiplied by the doctor's pro rata working percentage.})$$

For Average weekly night hours with AfL the following calculation is to be applied:

$$= \text{Total Night Hours in rota} / (\text{Rota cycle in weeks} - \text{Leave per rota cycle in weeks})$$

Additional information

- Prorated leave is used for LTFTs based on their percentage of full-time training. The minimum number of hours for a standard generic full-time work schedule is 40 hours.
- For the purposes of AfL, a leave year is calculated as 365/7.
- Leap years are treated the same as non leap years when calculating a leave year.
- Leave can be adjusted manually in the system where:
 - trainees start or leave training mid-year and
 - where additional public holidays are granted (e.g. King's coronation)

Additional updates

- A new field will be added for each Slot to capture the percentage to be worked by an LTFT.
- If average weekly hours without AfL for a Full-time rota comes to less than 40 hours, the system will use 40 hours in the calculation and inform the user on screen with a following example message:
The average weekly hours planned in this full time slot is 39:00. The average weekly hours will be adjusted to 40 and therefore allowance for leave will not be applied to these hours.
Any night hours in this slot will still have allowance for leave applied.
- If average weekly hours without AfL for a Full-time rota is 40, the system will not calculate any allowance for leave for the rota and inform the user on screen with a following example message:
The average weekly hours planned in this full time slot is 40:00 and therefore allowance for leave will not be applied to these hours.
Any night hours in this slot will still have allowance for leave applied.
- In all cases, if include allowance for leave is ticked for Annual leave & Bank holidays and study leave, the system will calculate a night hours figure with allowance for leave.
- For LTFT trainees, their minimum hours can never be paid below their agreed working percentage of 40 hours. For example, a trainee working 60% LTFT cannot be brought below pay of 24 hours per week on average. In such cases the system will use the LTFT% hours in the calculation and inform the user on screen with a following example message:
The average weekly hours planned in this 60% LTFT slot is 23:30. The system has adjusted the hours to 24.

Immediate affect to existing rotas in the Test stage on release

The new AfL calculations will be applied to all new and existing rotas in the Test stage. All rotas in the Test stage that have previously been calculated will be blanked out. On opening a rota in the Test stage, the rota will be recalculated with the latest changes. For LTFT rotas, the LTFT% will need to be entered before recalculating.

Live rotas will not be changed on release.

Glossary

- Leave** Full time leave entitlements for a doctor are based on the grade and years of service of the doctor, and include Annual Leave, Public Holidays and Study leave. (Study leave is optional in the system but enabled by default). LTFT doctors will be entitled to pro-rated leave determined by their agreed working percentage. Therefore, **full-time allowances should be input into the allocate system for all doctors** (full time and LTFT), and these will then be pro-rated where appropriate as part of the AfL calculation process.
- Prorated leave** The leave entitlement based on the percentage of full-time working.
- Leave year** Number of weeks in which leave can be taken in a year, defined within the Allocate Rota calculation as 365/7.
- LTFT %** The agreed proportion of full-time working for any given rota template. e.g. 60% of a 40hr template equates to an average of 24hrs.
- Rota Cycle** The number of weeks' activity set out in a rota, from which the average hours of a doctor's work and the distribution of those hours are calculated.
- SWD** **A Standardised Working Day (SWD)** is the defined length of a day of leave to be deducted for the purposes of the calculation. This may be simply the length of a normal working day or an agreed number of hours where there is a varied number of options of days for leave. This facility is available within the software when you are creating the rota. For example, if it has been determined that a SWD is 8 hours in length, this will equate to 8 hours deducted per day of leave, which will then equate to 216 hours of annual leave deducted from total template hours for a trainee entitled to 27 days of annual leave per annum. Where a SWD is 9hrs in length, then this will equate to 9h of leave being deducted from the overall template for each day of leave, equating to 243h per annum for a trainee entitled to 27 days of annual leave per annum. NB: The length of a defined SWD in hours is simply used to calculate the adjusted average weekly hours; this does not define or equate to the value of a day's leave.
- NWD** **A 'Normal Working Day' (NWD)** is a shift that occurs without any enhancement, which is mutually agreed during rota creation as applicable for leave. In many rosters, where there is only one type of unenhanced shift, NWD and SWD will be synonymous. However, where there are variations in non-working days, an agreed SWD will need to be defined for the application of formula.



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