Approving Annual Leave Requests

Click the 'Rostering' Tab then the 'Unavailability tab' in the middle of the screen. Select 'Leave Requests'

A HealthRoster: View Rosters × +		– 🗗 🗙 🖌
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Ø View Rosters 👻 Bank Requests 👻	Daily Staffing - Unavailability - Assigned Hours - Roster Stats - Attendance Exceptions Reports	- Clipl
All Requirements V All Locations V All Categories V All Gra	e Types 🗸 All Tel 👔 Leave Requests Any Day 🗸 All Activity Types 🗸 All Fulfilment Ty	pes V Only Requests
Filter People Too 🤡 Reset	Unavailability List	
Mitchinson Ward v Person Search Q	🔄 Unavailability Diary 📐 💽 🤞	. C 1 Week ✓ < >
March 2021	Unavailabilities with Warnings	
A Mitchinson Ward V Monday 08 Tuesday 09	Wednesday 10 T Entitlement Report Friday 12 Saturday 13	Sunday 14 Left Left
Registered-RN 20 Ex1	Ex2 Ex3 Ex3 Ex3	• • • • • • • • • • • • • • • • • • •
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 RN Wilson Caroline 		82-30 37-30

Select your unit, then select your Team from the drop down list:

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	View Rosters	Bank Requests 🔻	Daily Staffing 🔻	Unavailability 👻 A:	ssigned Hours 🔻	Roster Stats 🔻	Attendance Exceptions	Reports 👻			
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Unit	Mitchinson Ward		✓ Team	Team Admin		~					Q
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Requested Date 🛧	Surname	Forenames	Staff Number	Grade Type	G	roup	Reason	Start		End	

Click the spy glass at the right hand side

This will then populate a list of all annual leave requests that have not yet been approved in the system for your selected roster.

Gent.	Scheduled Care A	lámin		r taan	Any				Ŷ			
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Requested Date 🕈	Durnette	Townstee	Staff Number Oracle Ty	. 01xp	Reason.	Diarit .	and .	Ountion	Gravala.	Contract.	Unit	Lead Time
25/09/2020 07.11				Annual Leave	Annual Serve Paid	13/05/2021	14/05/2021	z	15.00	37.30	Scheduled Care Admin	229 Days 23 Hrs
11/12/2020 16:43				Annual Leave	Annual Leave Paul	25/05/2021	28/05/2021	4	30.00	30.00	Scheduled Care Admin	104 Days T3 Hrs
17/12/2020 13:32				Annual Leave	Annual Leave Paid	27/09/2021	01/10/2021	8	37.96	37.90	Scheduled Care Admin	283 Days 16 Hrs
17/12/2020 18:35				Annual Leave	Annual Leave Paid	04/10/2021	04/10/2021	1	07:30	17:30	Scheduled Care Admin	290 Days 16 Hrs
29/12/2020 15:10				Annuel Leave	Annual Serve Paid	>0/08/2021	14/05/2021	5	37.90	37.30	Scheduled Care Admin	131 Days 14 Hrs.
29/12/2020 15:10				Annual Leave	Annual Leave Paid	02/07/2021	02/07/2021	3	07:30	17:10	Scheduled Care Admin	184 Days 14 Hrs
29/12/2020 15:11				Annual Leave	Annual Leave Paul	31/08/2021	03/09/2021	4	30.00	17.00	Scheduled Care Admin	244 Days 14 Hrs
29/12/2020 15:14				Annual Leave	Annual Leave Paid	63/08/2021	02/08/2021	1	07,40	22:00	Scheduled Care Admin	215 Days 15 Hrs
29/12/2020 15:15				Annual Leave	Accual Leave Paid	06/09/2021	10/09/2021	5	97:30	97:90	Scheduled Care Admin	250 Days 14 Hrs
29/12/2020 15:15				Annual Leave	Annual Leave Paid	03/08/2021	03/06/2021	1	07.40	12:00	Scheduled Care Admin	216 Days 15 Hrs
28/12/2020 15:15				Annual Leave	Annual Leave Paid	64/08/2021	04/08/2021	1	06:40	22:00	Scheduled Cele Admin	217 Days 15 Hrs
29/12/2020 15:16				Annual Leave	Annual Leave Paid	06/11/2021	12/11/2021	5	17:30	17:30	Scheduled Cere Admin	213 Days 15 Hts
31/12/2020 21:00				Annual Leave	Annual Leave Paid	05/11/2021	05/11/2021		07:30	30.00	Scheduled Care Admin	208.0a/s.9.Hrs
\$1/12/2020 21:01				Annual Leave	Annual Leave Paid	09/11/2021	12/11/2021	4	90:00	30,00	Scheduled Care Admin	\$12 Days 9 Hrs
31/12/2020 21:01				Annual Leave	Annual Leave Paid	56/11/2021	19/11/2021	4	30.00	30.00	Scheduled Care Admin	319 Days 9 His
04/01/2021 11:56				Annual Leave	Annual Leave Paul	06/04/2021	09/04/2021	4	90.00	37.90	Scheduled Care Admin	91 Days 18 Hrs
ALTERNO 11-56				Annual Labor.	Accessible and Ratif.	11407/2011	13/057/3831		15.05	17.10	Exhanicial Pala Arlinin	386 Page 18 Mrs

By clicking on each one you will be able to see any overlaps for that requested day (this is for any reason, not just annual leave)

Unavailability											8
									\checkmark	Approve R	equest
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									:	More	
Overlaps			Summary				Impact	ed Duties/Acti	ivities		
Entitlements		Unavailabilities						Audit Trail			
Overlaps								4 Records		X	G
Name 🛧 Staff Number Grade Ty Grade	Requested Date	State	Start	End	Duration	Unavailab	Contracted Time				
A Be	Band 1 -	Approved	16/11/2020	15/11/2021	365	1957:30	37:30				
) ① A ABCE	Band 4 05/03/2021 08:05	Approved	28/06/2021	02/07/2021	5	37:30	37:30				
O ASC E	Band 4 29/12/2020 15:10	Requested	02/07/2021	02/07/2021	1	07:30	37:30				
🚯 Ti 🛛 ASC E	Band 3 24/02/2021 13:47	Requested	28/06/2021	02/07/2021	5	37:30	37:30				

If you are happy to approve the leave, select 'Approve Request' in the top right hand corner of the screen.

If you do this each week before you lock the rosters down (or on a Friday) you should be able to lock the rosters down on Monday with no problems.