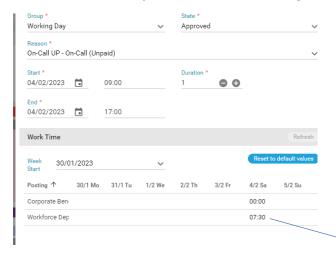


## **Recording On-Call**

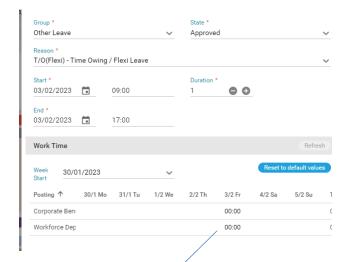
PLEASE NOTE: This guidance is specifically for those who come into work during their on-call and NOT those on stand-by at home who are paid the Trust-wide on-call hourly rate and any call out time.

To add an on-call duty to take back Time Owing and not payment, please record as below:



This will need to be added by the Roster Manager as a Working Day – On call (Unpaid) the hours amended to reflect the times of the on-call and a check to ensure that the work time has been recorded and not defaulted to zero.

This time will then be added to your Net Hours and when it is taken back, this should be recorded as:



This will need to be added by the Roster Manager as Other Leave – T/O (Flexi) – Time Owing Flexi Leave, the hours amended to reflect the times of the on-call and a check to ensure that the work time remains as zero to allow the time to be deducted from your balance.

If you have any queries please contact the team who will be able to assist you:

Tel: 01253 953690

Email: bfwh.e-rostering@nhs.net

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