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Website: <http://www.bfwh.nhs.uk/working-for-the-trust/e-rostering-and-corporate-bench>

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HealthRoster

Approving Annual Leave & Study Leave



Blackpool Teaching Hospitals 
NHS Foundation Trust

People Centred

Positive

Compassion

Excellence

Approving Annual Leave & Study Requests

1. Click on the 'home' tab to see your unit Summary

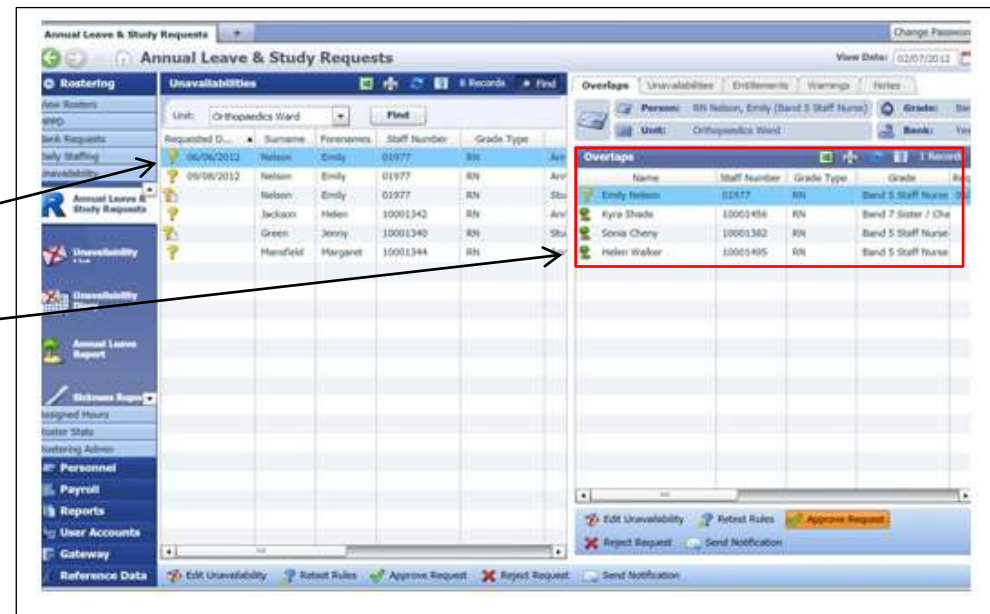
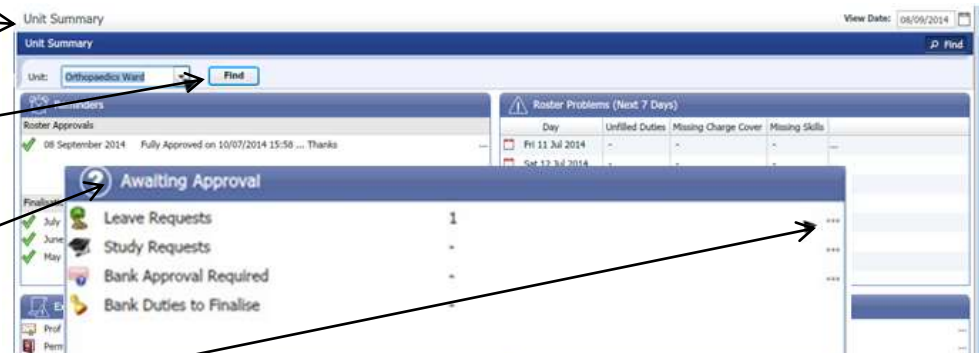
2. Select your roster unit from the drop down box and click 'Find'

3. A list of 'Awaiting Approval' will appear in the second box down on the right hand side

4. If you have approvals waiting click on the ...

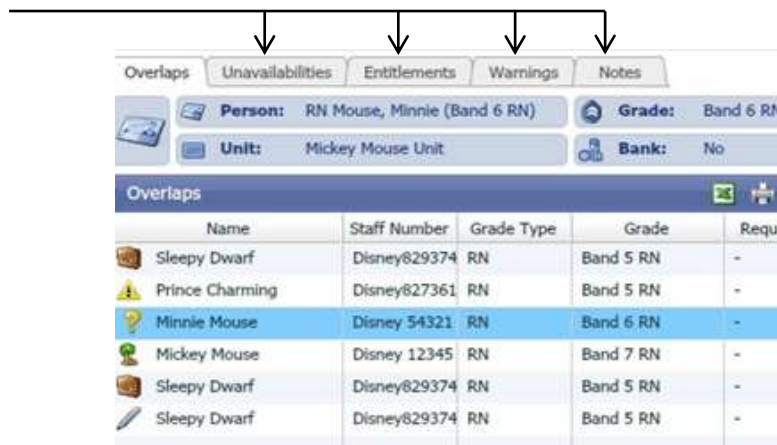
5. To Approve/Reject a request, select/highlight the Request to Approve

6. The details pane to the right of the screen will show any overlaps



TIP: There are also tabs in which can be viewed which may help establish whether a request should be approved or not:

- A summary of Unavailability's for the person
- A summary of the person's Leave Entitlement and balance
- Any Warnings associated with the request i.e. rule breakages
- Any Notes added at the time the request was made by the employee or added later by the manager



7. Once a decision has been made on the leave request select one of the following options from the bottom blue tool bar:
- 'Approve Request' to Approve
 - 'Reject Request' to Reject
 - 'Edit Unavailability' to alter/check work hours assigned before approving/rejecting

If you have selected Approve or Reject you have completed the Leave Request Process. If you have selected 'Edit Unavailability' follow steps 8-10

8. Select your response to the leave request from the top right hand box labelled 'State'
9. Check/alter the work time assigned to the Leave Request
10. click 'Save'

