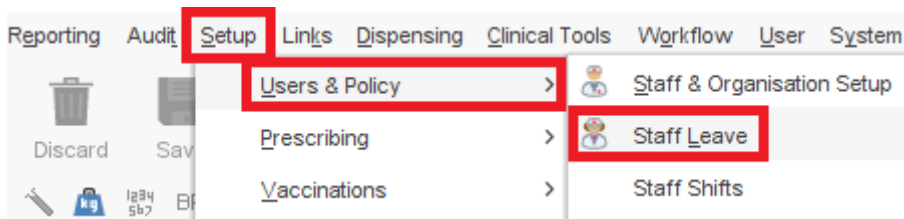


NECS Clinical Systems Specialist Team SystemOne Recording Staff Leave

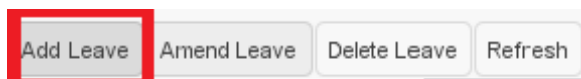
Recording Staff Leave

When recording Staff Leave, it is best done before rotas have been applied wherever possible, any appointments already booked on conflicting rotas should be moved or cancelled before proceeding.

1. Click **Setup** and select **Users and Policy – Staff Leave**



2. Click **Add Leave**



3. Type a **Description**
4. Select a **Leave start** date/time and a **Leave end** date/time
5. Select the required name from the list of **Staff Members**
6. Tick **Include staff that don't see patients** if you are recording staff leave for non-clinical staff

Create Staff Leave

Details

Description: Annual Leave

Leave start: Thu 19 Mar 2020 08:00

Leave end: Fri 20 Mar 2020 22:00

Repeat this staff leave

Redirect Notifications, Tasks and Pathology for this period

Include staff that don't see patients

Staff Members

- Ur Apple Necs
- Dr Banana Necs
- Dr Cherry Necs
- Dr Date Necs
- Dr Fig Necs
- Miss Fruit Necs
- Dr Grape Necs
- Dr Lemon Necs
- Mr Melon Necs
- Mr Ridley Nine**

50 Staff members

Conflicts

The below items conflict with the leave you are trying to book. To resolve a conflict, either delete the conflicting item or change the leave details. you can continue.

If an item is deleted from this dialog and this dialog is subsequently cancelled, the item will remain deleted.

| Rotas | | Appointments | Shifts | |
|----------------|---|--------------------------|--------------|---------------|
| Staff Member | Rota Details | | Staff Member | Shift Details |
| Mr Ridley Nine | Fri 20 Mar 2020 08:30 -> Fri 20 Mar 2020 12:05 | <input type="checkbox"/> | | |
| Mr Ridley Nine | Fri 20 Mar 2020 13:30 -> Fri 20 Mar 2020 16:10 | <input type="checkbox"/> | | |
| Mr Ridley Nine | Thu 19 Mar 2020 08:30 -> Thu 19 Mar 2020 12:... | <input type="checkbox"/> | | |
| Mr Ridley Nine | Thu 19 Mar 2020 13:30 -> Thu 19 Mar 2020 16:... | <input type="checkbox"/> | | |

Conflicting rotas will be listed and can be deleted from the Create Staff Leave dialogue if there are no appointments booked.

If there are any bookings this will show as a tick in **Appointments** you cannot delete the rota from here.

Conflicts

The below items conflict with the leave you are trying to book. To resolve a conflict, either delete the conflicting item or change the leave details. you can continue.

If an item is deleted from this dialog and this dialog is subsequently cancelled, the item will remain deleted.

| Staff Member | Rota Details | Appointments |
|---------------|--|-------------------------------------|
| Dr Apple Necs | Mon 09 Mar 2020 15:00 -> Mon 09 Mar 2020 18:00 | <input checked="" type="checkbox"/> |
| Dr Apple Necs | Tue 10 Mar 2020 15:00 -> Tue 10 Mar 2020 18:00 | <input type="checkbox"/> |

2 Conflicts

Delete Rota

7. Click **Ok**

Ok Cancel