

INTERNAL ONLY
ISLHD BUSINESS RULE
COVER SHEET



Health
Illawarra Shoalhaven
Local Health District

NAME OF DOCUMENT	Health Service Manager (HSM) 5 and 6 – Allocated Day Off (ADO)
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FORMER REFERENCE(S)	N/A
EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Strategic Improvement Programs
AUTHOR	Workforce Relations Consultant
KEY TERMS	HSM 5 and HSM 6 Allocated Day Off (ADO)
FUNCTIONAL GROUP OR HUB	Workforce Policies, Procedures and Guidelines
NSQHS STANDARD	Standard
SUMMARY	A Business Rule setting out the criteria and approval process for HSM 5 and HSM 6 to take up to one ADO in each calendar month.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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**Health Services Manager (HSM) 5 and 6 –
 Allocated Day Off (ADO)**

ISLHD CORP BR 77

WORKFORCE BUSINESS RULE

Name	Health Service Manager (HSM) 5 and 6 – Allocated Day Off (ADO)
What it is	A Business Rule setting out the criteria and approval process for HSM 5 and HSM 6 to take up to one ADO in each calendar month.
Who it applies to	<ul style="list-style-type: none"> • HSM 5 and HSM 6 employees; • Managers of HSM 5 and 6 employees (i.e. Chief Executive and Executive Directors).
What to do	<p>Process</p> <ol style="list-style-type: none"> 1. HSM 5 or 6 employee to submit the ADO application via the Search and Request Anything (SARA) portal and select the tile Request Leave, complete the online form and submit to their manager (CE or Executive Director) for approval. 2. CE or Executive Director to consider the application for the ADO. Approval for the ADO is discretionary, and subject to the convenience of the CE or Executive Director, where work demands permit the granting of an ADO. 3. Where the CE or Executive Director is not satisfied that sufficient hours have been worked, or work demands do not permit, the ADO request should be declined. 4. Where the ADO is approved, CE or Executive Director to approve the leave request via SARA. 5. Once approved, a notation will need to be made in HealthRoster to reflect that an ADO has been taken. For HealthRoster purposes, normal hours should be recorded for the ADO. It should <u>not</u> be recorded in HealthRoster as an 'ADO'. <p>Note: ADO's are limited to a maximum of one per calendar month. ADO'S are non-cumulative. If an ADO is not taken in the calendar month, it is forfeited.</p>

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When to use it	HSM 5 AND HSM 6 employees may apply for one ADO each calendar month.
Why the rule is necessary	<ul style="list-style-type: none">• To ensure that there is a standardised approach to the application and approval of ADO's for HSM 5 and HSM 6 employees;• To ensure that HSM 5 and HSM 6 employees are only taking ADO's where they have worked sufficient hours;• To ensure that the taking of ADO's is monitored.
Who is responsible	<ul style="list-style-type: none">• HSM 5 and HSM 6 employees;• Managers of HSM 5 and 6 employees (i.e CE and Executive Directors); and• EA to the CE• PA/EA to relevant Executive Director
Reference	<ul style="list-style-type: none">• NSW Health Determination No 14 of 2013• SARA online Leave Request Form

I, Kerrie Guivarra, Workforce Relations Consultant attest that this business rule is not in contravention of any legislation, industrial award or policy directive.

Revision & Approval History

Date	Revision No.	Author and Approval
August 2017	0	Workforce Relations & Legal Manager
May 2021	1	Workforce Relations Consultant Approval/Date: Corporate Policy Recommendation committee/April 2021 Approval/Date: Strategic Improvement Programs /may 2021