

Collar Number		Full Name	Switchboard Operators			Rota Length	24	weeks	Pay Reference	
Effective Date		Starting on week number								

	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			Total
Week	From	To	Refs	From	To	Refs	From	To	Refs	From	To	Refs	From	To	Refs	From	To	Refs	From	To	Refs	HH:MM
1	7:00	18:00	1:00	8:00	20:00	1:00	12:00	23:00	1:00	12:00	0:00	1:00	RD			RD			RD			42:00
2	RD			8:00	20:00	1:00	8:00	20:00	1:00	12:00	23:00	1:00	12:00	0:00	1:00	RD			RD			43:00
3	RD			RD			7:00	19:00	1:00	8:00	20:00	1:00	12:00	23:00	1:00	14:00	0:00	1:00	RD			41:00
4	RD			RD			RD			7:00	19:00	1:00	8:00	20:00	1:00	12:00	23:00	1:00	14:00	0:00	1:00	41:00
5	RD			RD			RD			RD			7:00	19:00	1:00	7:00	18:00	1:00	12:00	23:00	1:00	31:00
6	12:00	0:00	1:00	RD			RD			RD			RD			8:00	20:00	1:00	8:00	18:00	1:00	31:00
7	12:00	0:00	1:00	12:00	23:00	1:00	RD			RD			RD			RD			7:00	19:00	1:00	32:00
8	7:00	18:00	1:00	12:00	0:00	1:00	12:00	0:00	1:00	RD			RD			RD			RD			32:00
9	7:00	19:00	1:00	7:00	19:00	1:00	12:00	0:00	1:00	12:00	23:00	1:00	RD			RD			RD			43:00
10	RD			7:00	18:00	1:00	7:00	19:00	1:00	12:00	0:00	1:00	12:00	23:00	1:00	RD			RD			42:00
11	RD			9:00	15:00	0:00	7:00	18:00	1:00	7:00	19:00	1:00	12:00	0:00	1:00	12:00	23:00	1:00	RD			48:00
12	RD			RD			RD			7:00	18:00	1:00	7:00	19:00	1:00	14:00	0:00	1:00	12:00	23:00	1:00	40:00
13	RD			RD			RD			RD			7:00	18:00	1:00	8:00	20:00	1:00	14:00	0:00	1:00	30:00
14	12:00	23:00	1:00	RD			RD			RD			RD			7:00	18:00	1:00	7:00	19:00	1:00	31:00
15	12:00	0:00	1:00	12:00	0:00	1:00	RD			RD			RD			RD			7:00	18:00	1:00	32:00
16	8:00	20:00	1:00	12:00	0:00	1:00	12:00	23:00	1:00	RD			RD			RD			RD			32:00
17	8:00	20:00	1:00	7:00	18:00	1:00	12:00	0:00	1:00	12:00	0:00	1:00	RD			RD			RD			43:00
18	RD			7:00	19:00	1:00	7:00	18:00	1:00	12:00	0:00	1:00	12:00	0:00	1:00	RD			RD			43:00
19	RD			RD			8:00	20:00	1:00	7:00	18:00	1:00	12:00	0:00	1:00	12:00	0:00	1:00	RD			43:00
20	RD			RD			RD			8:00	20:00	1:00	7:00	18:00	1:00	12:00	0:00	1:00	12:00	0:00	1:00	43:00
21	RD			RD			RD			RD			8:00	20:00	1:00	7:00	18:00	1:00	12:00	0:00	1:00	32:00
22	12:00	0:00	1:00	RD			RD			RD			RD			7:00	18:00	1:00	7:00	18:00	1:00	31:00
23	12:00	23:00	1:00	12:00	0:00	1:00	RD			RD			RD			RD			8:00	18:00	1:00	30:00
24	7:00	19:00	1:00	12:00	23:00	1:00	12:00	0:00	1:00	RD			RD			RD			RD			32:00
																						888:00

FD = Free day

RD = Rest day

= Rota start position

Hours and Allowances

Working Hours

Works 888 hours over 24 weeks
Which equates to 37 hours per week (37 hours 0 min)

Weekend Hours: Hours between midnight Friday and midnight Sunday

Works 242 hours over 24 weeks
Which equates to 43.81 hours per month (43 hours 49 min)

Allowances

Eligible for shift allowance (14%)

ROTA CALCULATOR EFFECTIVE ON AND AFTER 01 APRIL 2017 IN LINE WITH PSC HANDBOOK IRREGULAR HOURS AMENDMENTS

I have received, understood and agree to this rota and the terms of the work life balance Scheme.

Signed: _____ Date: _____

Checking

	Meets Criteria
<u>Night Allowance - Not eligible - 5.8% equivalent</u> Paid for all hours worked between 20:00 and 6:00 Is not eligible for a higher amount of irregular working	Yes No
<u>Irregular hours (before 07:00 or after 18:30)</u> 7.5% of Salary - Not eligible Paid if irregular hours amount to an average of at least 4 but less than 8 hours per week (Prorated for part time) Night allowance is less than 7.5% equivalent	No Yes
10% of Salary - Eligible Paid if irregular hours (before 07:00 or after 18:30) amount to an average of at least 8 hours per week (Prorated for part time) Night allowance is less than 10% equivalent	Yes Yes
<u>Shift Allowance (12.5%) - Not eligible</u> Does the shift pattern involve 11 hours or more and less than or equal to 14 hours between earliest start time and latest finish time Is there at least four hours between the starting times of the earliest and latest shifts At least half of the shifts in the shift cycle include some unsocial hours	No Yes Yes
<u>Shift Allowance (14%) - Eligible</u> Does the shift pattern involve more than 14 and less than 18 hours between earliest start time and latest finish time Is there at least four hours between the starting times of the earliest and latest shifts At least half of the shifts in the shift cycle include some unsocial hours	Yes Yes Yes
<u>Shift Allowance (20%) - Not eligible</u> Does the shift pattern involve 18 hours or more between earliest start time and latest finish time Is there at least four hours between the starting times of the earliest and latest shifts At least half of the shifts in the shift cycle include some unsocial hours	No Yes Yes

Breaches

Local agreement breach - contains shifts longer than 10 hours Local agreement breach - starts before 07:00 Local agreement breach - more than 4 nights in a row	Check Breach
Working Time Regulation Breach - has more than an average 48 hour working week over a rolling 17 week period Working Time Regulation Breach - does not have 11 Hours uninterrupted daily rest Working Time Regulation Breach - Does not have enough rest days	<input type="checkbox"/> Local