**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Staff Rotas Policy**

1. It is the responsibility of management to establish rotas and allocate shifts to staff in accordance with the adult to child ratios set out in the Minimum Standards.

Number of hours worked will be agreed with personnel on appointment and stated within each staff members contract. Contracted hours will remain the same unless a change is agreed with personnel and management. Shift times, within the opening hours, are subject to change as per the needs of the business.

Staff must start and finish at the time specified on the rota, unless otherwise requested by management. Staff must be in their allocated room for the start of their shift. Starting late or finishing early can only be authorised by management.

If a staff member needs to swap a shift this should be with another staff member in the same room and must first be agreed with management.

Any extra hours that a full time staff member is required to work, above their contracted hours, will be given as time in lieu. All staff must endeavour to use this additional time within the current leave year. All leave must be authorised by management prior to any travel arrangements being made.

Any additional hours that become available, where practicable, will be offered to part time staff.