

# Fun 4U Club

## 33.9 Staff Rotas Policy

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### **Principle**

This policy is to ensure that the allocation of overtime and hours to cover staff illness are equality distributed between the staff that are available to work these hours or sessions cover is required.

### **Statement of intent**

Fun 4U Club believes that

Any additional hours of work should be equally shared between the staff interested and available to work on the sessions needing cover,

It is in the best interest of staff morale that no one is overlooked when working out rotas of work.

### **Procedure**

- It is the responsibility of the Facility leader to ensure that the staffing requirements for each facility are always met and to verify any staff changes with the management.
- Where there is a position for long term sick cover or maternity / paternity leave is to be filled, management must be informed as this position will need a fixed term permanent member of staff to be recruited for the duration of the term.
- Staff should be surveyed to their available and interest of working any overtime or sick cover before any rotas is arranged.
- Rotas should be arranged as far in advance of the week commencing the required cover, as it is humanly possible.
- All members of staff should be advised of any changes to their normal working routine as far in advance as humanly possible and no later than one week in advance.