

Guidelines on Completion of the NCHD Attendance Form

NCHDs are contracted to work 39 hours per week. These hours are also known as basic hours and are recorded 1-39 i.e. the first 39 hours worked in a week.

For payment purposes and as part of the requirements under the European Working Time Directive, a record of attendance must be completed and submitted by all employees.

NCHDs will be paid fortnightly, 11 days in arrears for basic pay, on call payments and/or premium payments.

The form must be completed weekly and forwarded to the local SAP Office by 4.30pm every Monday **please ensure that you keep a copy of your sheet** as the SAP Office is not in a position to provide a copy of this to you. The SAP Office will enter all Attendance Sheets submitted for the previous week. Any forms received outside of the previous weeks date range are classed as arrears and will be processed accordingly.

This form is to be used for the recording of all NCHD hours of work, i.e. on-site, off-site, leave types and work rest breaks (excluding unrostered overtime).

In completing your Attendance Form please ensure that:

1. Your name **and** SAP/personnel number is clearly printed on the form.
2. Your grade and specialty is clearly identified
3. Your form is approved and signed by your supervising consultant once you have completed it.
4. Non-Clinical days, course/study/annual leave etc must be entered clearly on the form.
5. All breaks/rest periods are recorded on the form in accordance with the requirements of the EWTD.
6. The hours worked or part of an hour worked is entered using the relevant Code or Codes for the attendance as outlined in the table below.
7. The first 39 hours worked are indicated before overtime hours are recorded.

Please use the relevant code/codes for the hourly entries.

| | Code | | Code | | Code |
|-------------------|------|------------------------|------|---------------------|------|
| Basic Hours | 1-39 | Annual Leave | AL | Parental Leave | PL |
| On Call On Site | X | Study Leave | STL | Compassionate Leave | Comp |
| On Call Off Site | O | Course Leave | CL | Force Majeure Leave | FM |
| ¼ hr | ¼ | Exam Leave | EL | Training On site | T |
| ½ hr | ½ | Interview Leave | IL | Attendance Off site | CT |
| ¾ hr | ¾ | Sick Leave Certified | SLC | College Training | |
| Unrostered Hours | Z | Sick Leave Uncertified | SLU | Frequent Call Out | F |
| Rest Break | RB | | | Infrequent Call Out | IF |
| Compensatory Rest | CR | | | | |