**NHSGGC Nursing & Midwifery Staff Bank Winter 2017 Update**

As we approach the busiest months of the year for our services here are some good reasons to book a shift with NHSGGC Nursing & Midwifery Staff Bank.

**Annual Leave**

NHSGGC Staff Bank manages annual leave in line with Scottish Government CEL 15 (2011) guidance. Annual leave is accrued in accounting quarters, at the end of each quarter there is a review of hours worked and annual leave entitlement is agreed for the following quarter. In order to ensure that our Bank workers receive all leave that is due to them and to ensure that we have an adequate bank workforce available at the right times to match service demand particularly over this key winter period, NHSGGC Bank workforce are encouraged to request and take all accrued annual leave within the accounting quarter it is due. Whilst we strongly encourage you to request annual leave in quarters, annual leave that you have not taken will not be lost, and can still be requested in future quarters. If you are not sure about what annual leave you have accrued or you have a request about taking accrued annual leave please call the contact centre where we will be happy to advise to and help you plan your annual leave.

**Take a shift!**

The contact centre is open for business from 8am until 8.30pm, 7 days a week. We are anticipating a busy winter and during these hours we endeavour to meet the requirements of the service and fill as many shifts as possible to help support our colleagues and patients.

You will receive texts, phone calls and e-mails encouraging you to contact us with your availability, and offering bank shifts available over the following 48 hours. Additionally this year we now have Employee on Line (EoL) which allows you to manage your shifts by viewing, booking and adding availability from your phone, tablet or Lap top. If you haven’t worked a bank shift for a period of time or you haven’t activated your EoL account call our contact centre and one of our friendly call handlers will be happy to advise you of any available shifts and set up your EoL account. If you are looking for additional shifts, regardless of the time of day, we welcome your call to our centre. Whether you’re considering shifts in the immediate future, or providing your availability for upcoming shifts, we’re always keen to hear from you. If you haven’t worked in an area before and would like to know more about it please contact the bank office, and we will provide an overview of the service. Please call the Staff Bank on 0141 278 2555, provide your availability and book as your shifts for over the winter months!

Thank you

The Staff Bank leadership team.