HealthRoster - Adding a Phased Return.

In order to record the actual work time and the phased return part in working hours, you must record each shift and unavailability separately.

If the staff member is coming to work for the start of the shift, add the shift then add an unavailability, starting when they will finish their working day, i.e., in this example the staff member usually works 09:00 - 17:00 with a half an hour break.

Right click on the shift:

Amend the unavailability hours to take into account the break that would be applicable if this was a full day:

- Note: this is done because the shift part of their phased return, 09:00 - 13:00, is less than 6 hours, and therefore a break is not applicable. A break is not applicable until the hours worked are more than 6 total. If the shift part is longer than 6 hrs, a break will be included.

The roster should then show similarly to the below:

- Please action this way for every day that will be a phased return.

If the staff member is going to be working the middle part of the shift (starting the shift later and finishing earlier than usual), you will need to add an unavailability either side of the shift, remembering to time adjust as necessary, so that it looks similar to the example below:

If the staff member's agreed phased return means that they will still work their full days, but not as many days as they usually would within the working week, enter full day phased return entries on the relevant days, e.g.:

Working Day	LD	Working Day

Ensure that the unavailability hours mirror the usual working hours/shifts cancelled by the unavailability entry:

Group *
Working Day

Reason *
Phased Ret - Phased Return

Start *
08/04/2024   07:30

End *
08/04/2024   19:30

Work Time

Week Start	08/04/2024

Posting ↑	Mon 08/04	Tue 09/04	Wed 10/04
	11:30		

Finally, ensure that at the end of the working week, the staff member's net hours are balanced:

Net Hrs Left	Hours Left
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