**Authorisation Record for Golden shift requests**

**(Current terms as referenced in Easter GOLDEN Incentive April 2022)**

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|  | **Date:** |  | **Time:** |  |
| **Ward:** |  | **Shift to be Covered****(eg Early, Late, Night)** |  |
| **IN-HOURS** | **HoN:** |  | **Exec Authoriser:** |  |
| **OUT OF HOURS** | **Duty Manager:** |  | **Exec Authoriser:** |  |

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| --- | --- | --- | --- | --- |
| **WARD** | **ESTABLISHMENT STAFFING** | **CURRENT STAFFING** | **GOLDEN SHIFT REQUESTED** | **CNO/DepCNO/ EXEC APPROVED** |
| *eg Wilton* | *3+2* | *2+1* | *X1 B5 + X1 B2* | *X1 B2* |
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**Describe situation requiring Golden Incentive:**

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**Describe actions taken to avoid use of golden incentive:** (*to include shift swaps, cancellation of study leave, supervisory shift, use of overtime, cross cover across divisions etc)*

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**Describe Assessment of Shift Safety:** (*How will shift be safe if not approved or covered)*

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**Completed forms must be sent to DepCNO as soon as practically possible from point of discussion and/or agreement**