

## ANNUAL LEAVE POLICY FOR CONSULTANTS AND SAS DOCTORS

### COMMUNICATION & IMPLEMENTATION PLAN

#### INTRODUCTION

##### Fundamentals:

The Annual Leave Policy For Consultants and SAS DOCTORS requires that the following fundamentals be present in order to embed the policy and procedures into the standard operating function of Salisbury NHS Foundation Trust

- An endorsement of the Policy
- Dissemination of the Policy to all staff levels
- The definition of roles and responsibilities within the Trust
- A framework for supporting appropriate standards, procedures and guidelines
- Monitoring mechanism to ensure compliance with Data Protection, Employment Law and appropriate standards, guidelines and performance measures
- Regular review of the Policy

##### Frequency of Review

The Annual Leave Policy For Consultants and SAS Doctors has been reviewed in line with changes and amendments to Trust Procedures and NHS national standards. The frequency of review will be a maximum of 3 year intervals.

Task	Activity	Responsible	Start	End	Status
1	Policy Approval	Joint Negotiating Group (JNG)	14 September 2016		In Progress
2	Policy Ratification	Joint Board of Directors			In Progress
3	Upload to Internet	Information Governance Department			In Progress
4	Policy Ratification	Operational Management Board (OMB)			In Progress
5	Uploaded to Internet	Information Governance Department			In Progress
6	Article for Cascade Brief	Human Resources Department			In Progress
7	Audit Compliance	Review of policy due in XXXX	Ongoing		In Progress
8	Legal Compliance	Policy will be reviewed and subsequently updated in line with any Employment Law changes prior to review date of XXXX	At the time at which any law changes	Ongoing	Completed