



**POLICY NUMBER: 15**

**POLICY TITLE:**

**A24GROUP POLICY ON REGULATING WORKING TIMES AND LEAVE PERIODS FOR  
LOCUM DOCTOR'S**

**THE PURPOSE OF THIS POLICY:**

- **To inform locum doctor's of A24Groups expectations about their required working hours**
- **To ensure that locum doctor's understand what is required to comply with the Working Time Regulations of 1998**
- **To inform locum doctor's of their rights and reasonable expectations with respect to working hours and leave**
- **To enable A24Group to keep proper time-keeping records**

**POLICY CONTENT:**

**WHAT YOU MUST NOT DO**

<b>Resting during work</b>	- Locum Doctor's may not work continuously for longer than 6 hours without taking a 20 minute break.
<b>Disclosure of Hours worked</b>	- Locum Doctor's must not accept shifts if they have already worked for more than 48 hours of the current week, unless they have given us written notice that they do not wish for this restriction to apply to them.
<b>Holidays</b>	- Locum Doctor's may only take their annual holiday between the 01 October and the 30 September and this leave cannot be carried over to the next year. Ltd company contractors or self employed staff will not qualify for any holiday/leave payment from A24Group. Only PAYE staff will be entitled holiday/leave payment.

**CONTINUED ON NEXT PAGE**

**POLICY NUMBER: 15**

**POLICY TITLE:**

**REGULATING WORKING TIMES AND LEAVE PERIODS OF STAFF**

**CONTINUED FROM PAGE 1**

**WHAT YOU MUST OR MAY DO**

<b>Night work</b>	- All night working locums doctor's can request a yearly assessment and report on their own health especially for those who work regularly at night.
<b>Resting Daily</b>	- All Locum Doctor's must rest for at least 11 successive hours.
<b>Resting Weekly</b>	- All Locum Doctor's must rest for at least 24 hours per week.
<b>Disclosure of Hours worked</b>	- All Locum Doctor's must disclose the amount of hours already worked in one week if they are about to work in excess of 48 hours per week.

**GOOD AND COMMENDABLE PRACTICE**

**We request that you abide by the following good and commendable practices:**

<b>Disclosure to your permanent employer</b>	- If Locum Doctor's undertake assignments for A24Group, then they must also disclose to their permanent employer when they have worked longer than 48 hours per week.
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**END OF POLICY**