

HealthRoster – Upload Bank Holidays.

- 1. Public holiday** unavailability must be recorded for employees who are not required to work on bank holidays. Failure to replace a scheduled shift with a Bank Holiday Unavailability may result in an enhanced payment being made. Any overpayment will need to be recovered in the following month.

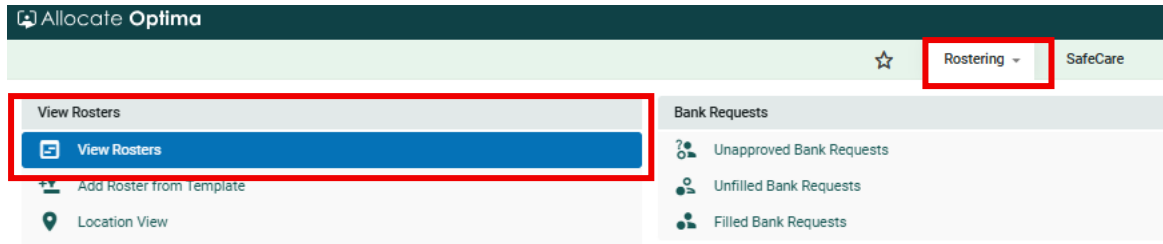
Note: Payroll will not be instructed to recover an overpayment until the relevant manager has been consulted.

2. Public Holiday Management on Optima

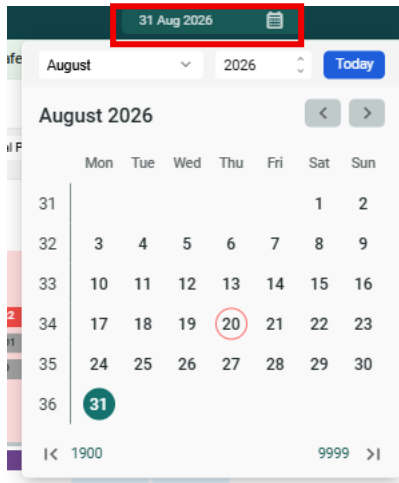
Part of the roster management role is to enter all public holidays for the staff they manage. We advise managers to enter these for the entire financial year, as this gives their staff a true reflection of their annual leave entitlement, plus this prevents any overpayments from happening. Whilst most admin units will automatically lay down the public holidays, managers are still required to check. To enter a public holiday, please follow the steps below.

Steps

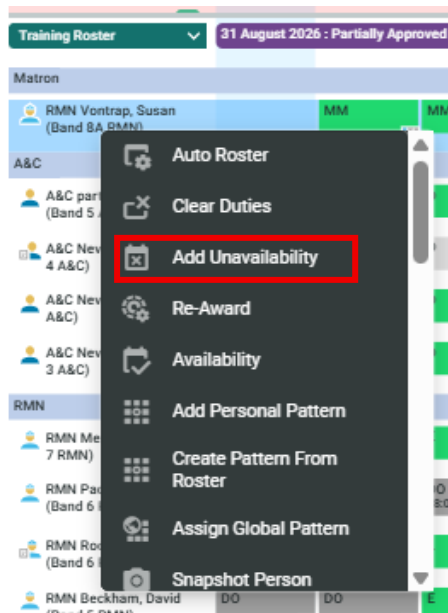
Select Rostering and then view rosters



Navigate to the correct public Holiday date using the calendar at the top of your Optima page



Right-click on the employee's name and select **Add Unavailability**.



Select **Annual Leave** as the group and **Bank Holiday** as the reason. Ensure the start and end dates correspond with the relevant public holiday and confirm that the employee's working hours are entered in the **Work Time** section. If notes are needed, you can enter them within the notes section.

Please ensure the group states annual leave and the reason states bank holiday.

New Unavailability Details for Susan Vontrap (ZZ01) ✕

Group *
Annual Leave

Reason *
BH - Bank Holiday

State *
Approved

Duration *
1

Start *
31/08/2026 07:00

End *
31/08/2026 23:59

Work Time

Refresh

Week Start 31/08/2026 Reset to default values

Posting ↑

Mon 31/08

Tue 01/09

Wed 02/09

Thu 03/09

Fri 04/09

Sat 05/09

Bank (Agenda)

00:00

Training Roster

07:30

Next Steps

☒ No Action

☐ Cancel Demand

☐ Send To Bank

Override Rule Violations

☐ Can Override Rule Violations

Notes

Please ensure there are hours within the work time section.

Notes can be uploaded within this section

Once the above form has been completed, select OK.



Once all staff unavailability has been entered, the roster should appear as shown below.

36
31

Training Roster	
RMN-RMN	74 Ex2
A&C-A&C	3 Lx2
HCA-HCA	389 Nx2
Housekeeper-HCA	5 D01
CNM	20 D0
Matron	2
Band 8D A&C-Band 8D A&C	28

Training Roster 31 August 2022

Matron	
RMN Vontrap, Susan (Band 8A RMN)	BH
A&C	
A&C parttime, Emily (Band 5 A&C)	BH
A&C Neville, Gary (Band 4 A&C)	BH
A&C Neville, Phil (Band 4 A&C)	BH
A&C Neville, Gary (Band 3 A&C)	BH
RMN	
RMN Messi, Lionel (Band 7 RMN)	BH
RMN Packer, Johnny (Band 6 RMN)	BH
RMN Rooney, Sarah (Band 6 RMN)	BH