

Adding Bank Holidays in CoolCare4

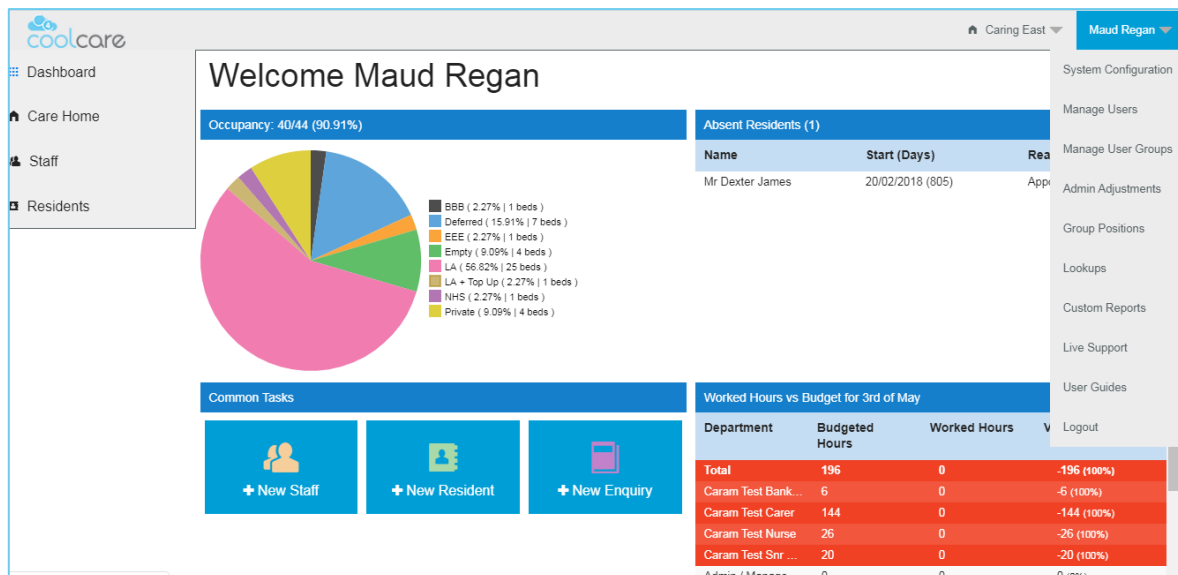
Introduction

This guide will enable the user to create Statutory Holidays within the annual calendar for all Care Homes throughout the UK. It is worthwhile noting that not all statutory holidays apply to all countries within the UK, therefore check the location of the Home before making amendments. Refer to <https://www.gov.uk/bank-holidays> for clarification.

Locating the Setup of Statutory Holidays

To insert a new Statutory Holiday within CoolCare, you need to utilise the Lookups.

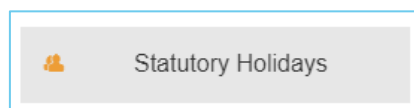
- From the top right-hand corner of the screen where your name is
- Click to open the menu
- Choose **Lookups** from the list



The screenshot shows the CoolCare4 dashboard for user Maud Regan. The main area displays 'Welcome Maud Regan' with an occupancy of 40/44 (90.91%). A pie chart shows the distribution of beds: BBB (2.27% | 1 beds), Deferred (15.91% | 7 beds), EEE (2.27% | 1 beds), Empty (9.09% | 4 beds), LA (56.62% | 25 beds), LA+ Top Up (2.27% | 1 beds), NHS (2.27% | 1 beds), and Private (9.09% | 4 beds). Below the chart are 'Common Tasks' buttons for '+ New Staff', '+ New Resident', and '+ New Enquiry'. On the right, there is a table for 'Absent Residents (1)' and a table for 'Worked Hours vs Budget for 3rd of May'.

Department	Budgeted Hours	Worked Hours	Variance
Total	196	0	-196 (100%)
Caram Test Bank...	6	0	-6 (100%)
Caram Test Carer	144	0	-144 (100%)
Caram Test Nurse	26	0	-26 (100%)
Caram Test Snr ...	20	0	-20 (100%)
Admin / Manage...	0	0	0 (0%)

- From the Staff Lookups section, choose Statutory Holidays



Here the list of all the Statutory Holidays for your homes will be shown.

Create a Statutory Holiday Record

- To create a new Statutory Holiday record, click Insert



- Enter the date that the Bank Holiday takes place on
- Enter a description, for example Christmas Day 2020

Statutory Holiday

Date Required

Description Required

Special Pay Code Required

Geolocations Required

- Choose a Special Pay Code from the dropdown menu. This code is used to determine what Pay Code or Pay Rate is used for that specific day. This information links to the Staff Position and the associated rates for such days of the year.

For example if you pay your staff a higher rate for working on Bank Holidays, this will be set on their Staff Position in CoolCare. The code you assign to the Statutory Holiday will correlate to the information held on the Staff Position. **This screen demonstrates the pay code information held on the Staff Position.**

- Dashboard
- Care Home
- Home Setup
- Rota Setup
- Occupancy Management
- Ledger
- Maintenance
- Reports
- Staff Messaging
- VNB Configuration
- Staff
- Residents

Caring East

General
Rooms
Staff Positions
Break Deductions
Settings
Lookups

Position: Assistant Chef Department: Kitchen

Shift Definitions
Codes
Bank Staff Codes
Break Deductions

Elements which show on the report but not on the CSV file if empty

Standard Hours: Booked Holidays: Training:

Elements which will show within standard hours on the report and CSV if the element is empty

Bank Holidays: Special Day 1: Special Day 2: Special Day 3: Special Day 4:

Saturdays: Sundays: Saturday Holiday: Sunday Holiday:

Element which shows separate on the report but are included in standard hours on the CSV when element is empty

Extra Hours: Other Hours:

- Select from the menu the geographical location of the Home where the statutory holiday applies.. **Note all Homes within the Group sharing the same geographical location will be attributed the Statutory Holidays created.**
- Click Save