



## ANNUAL LEAVE ENTITLEMENTS

On appointment	After 5 years service	After 10 years service
27 days annual leave	29 days annual leave	33 days annual leave
8 days bank/public holidays	8 days bank/public holidays	8 days bank/public holidays

- The above hours are based on full time hours i.e. 37.5 hours per week; entitlement for staff on part time contracts will be pro-rata;
- Refer to the Annual Leave Policy, which includes a chart detailing all entitlements by contracted hours;
- Also refer to the Human Resources Intranet site and the Annual Leave Calculator;
- All annual leave enquiries, authorisation and bookings are via the appropriate line manager.

## STAFF HEALTH & WELL-BEING SERVICES

The Trust has a number of services available to support staff with work, personal or health matters. Staff can self refer to the Occupational Health department or Staff Support and Psychological Well-Being Service. Contact details are:

### Occupational Health

- ❖ Chester: 01244 397676
- ❖ Wirral: 0151 488 7472
- ❖ Macclesfield: 01625 505650

### Staff Support & Psychological Well-being Service

- ❖ Chester: 01244 397589

For more information, refer to the Human Resources Intranet site and the Occupational Health pages.

If you require translation services or a copy of this document in other languages, audio tape, Braille or larger print, please speak to a member of CWP staff, e-mail [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) or write to: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

যদি আপনার ট্রান্সলেশন সার্ভিসের বা এই দলিলের কপি অন্য ভাষায়, অডিও টেপে, ব্রেইল বা বড় ছাপায় দরকার হয় তবে অনুগ্রহ করে সিডব্লিউপি এর স্টাফদের সাথে কথা বলুন, ইমেইল করার ঠিকানা [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) বা কমিউনিকেশন, চেশায়ার ও উইরাল পার্টনারশীপ এনএইচএস ফাউন্ডেশন ট্রাস্ট, আপটন লী, কাউন্টেস অফ চেস্টার হেলথ পার্ক, লিভারপুল রোড, চেস্টার, সিএইচ২ ১ বিকিউ ঠিকানায় লিখুন।

如果您需要翻譯服務或想索取這份文件的其他語文、錄音帶、凸字或大字體版本，請向我們的職員查詢。您亦可以寄電郵至 [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) 或寄信到 Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

જો તમારે ભાષાંતર સેવાઓ અથવા આ દસ્તાવેજની બીજી ભાષાઓમાં નકલ, ઓડિયો ટેપ, બ્રેઇલ અથવા વિશાળ ફંટની છપાઈની જરૂર હોય, તો કૃપા કરીને સીડબ્લ્યુવી (CWP) ના કર્મચારીઓ સાથે વાત કરો, ઈમેલ કરો: [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) અથવા આ સરનામે લખો: Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

यदि आपको अनुवाद सेवाएं या इस दस्तावेज की अन्य भाषाओं में नकल, ऑडियो टेप, ब्रेइल लिपि या विशाल आकार में छपाई की आवश्यकता हो, तब कृपया सीडब्ल्यूवी (CWP) कर्मचारीयों के साथ बात कीजिये, या ईमेल कीजिये: [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) या इस पते पर लिखिये: Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

Jeśli wymagane jest tłumaczenie lub kopia niniejszego dokumentu w innych językach, na taśmie magnetofonowej, w języku Braille'a lub dużym drukiem, prosimy o skontaktowanie się z członkiem personelu CWP (Organizacja partnerska krajowego systemu zdrowia regionów Cheshire i Wirral) lub przez pocztę elektroniczną: [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) lub na adres: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

Os oes arnoch angen gwasanaeth cyfiethu neu gopi o'r ddogfen hon mewn ieithoedd eraill, tâp sain, Braille neu brint mawr, siaradwch ag aelod o staff CWP, e-bost [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) neu ysgrifennwch i: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

## Feedback

We welcome any suggestions you have, please send your **comments, concerns, complaints and compliments** to: **PALS, Complaints & Incidents Team**, Trust Headquarters Redesmere, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

For more information see [www.cwp.nhs.uk](http://www.cwp.nhs.uk)

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## Human Resources

Human Resources Department  
Redesmere  
Trust Headquarters  
Countess of Chester Health Park  
Liverpool Road  
Chester  
CH2 1BQ

The Human Resources (HR) team provides general and specialist advice, guidance and support to managers and general advice to staff. The HR team also has a strategic role which involves the development of policies and procedures relating to the workforce and formulation of the Trust's human resource strategy. Our services cover:

- **Workforce planning** – ensuring we have the right people, with the right skills, in the right jobs;
- **Recruitment** - recruitment administration service; providing weekly vacancy information to staff; providing training for managers in fair selection methods;
- **Medical staffing** – providing advice and support with regard to medical staffing policies and terms and conditions of employment;
- **Workforce information** - supplying data to managers and the Trust Board about the profile of our workforce;
- **Employee relations** – we work in partnership with managers, staff and their representatives on a wide range of employment issues that affect staff. These include disciplinary issues, grievances, managing attendance and much more;
- **Advising managers** - on a range of matters, including legal issues, terms and conditions of service and interpretation of policies and procedures;
- **Supporting national initiatives** – e.g.
  - Charter for Mental Health in Employment - encouraging applicants to apply for posts who have direct experience of mental health, learning disability or drug and alcohol services either as a service user or a carer;
  - Improving Working Lives - flexible working arrangements to enable staff to achieve a better work life balance.

### HR POLICIES AND PROCEDURES

HR policies and procedures are available:

- On the Intranet under Trust Policies; and
- On the public facing website under Guidance/ Policies

### STAFF INVOLVEMENT & COMMUNICATIONS

- **Intranet** – a valuable internal source of a wide variety of information for CWP employees;
- **Partnership Working** – joint consultative arrangements are in place, based on a partnership approach to industrial relations. This involves staff and union representatives at all levels in shaping services and decision making. Staff side representatives actively represent all clinical and non-clinical staff.

Further details, including a full list of all staff side representatives are on the Trust Intranet, under Trust Information, Staff Side.

- **Staff Survey** – this is conducted once a year around October to ask for your views about your job and working for the Trust with the aim of gathering information to improve the working lives of staff. The results of the survey are used to create an action plan. This is an opportunity to have **'YOUR SAY'** as opinions and views are valued and do make a difference, therefore make sure you fill in your survey to not miss out!
- **Investing in Staff Group** - all staff welcome to attend to take forward actions from various surveys, we delve behind the main headlines, understand the real key issues that matter to staff within their workplace and devise practical solutions that will make a real difference.
- **Team meetings and supervision** – all managers are expected to have regular team meetings and supervision meetings to share information and support staff in their roles.

### WEEKLY JOBS PAGE

All CWP vacancies are advertised:

- Via a link to NHS Jobs and any other relevant organisations each week on the Human Resources Intranet page.
- The link to the vacancies page is also advertised on CWP Essential each week.

### PAY AND PERSONAL CHANGES

- Changes to your personal details are made by your line manager via Supervisor Self-Serve. It is vital this information remains up to date to ensure you receive all Trust communications.
- All other pay related documents are received and processed by the payroll service. Currently, the Trust receives its payroll service from HR and Well-being Business Services, hosted by the Countess of Chester Hospital.

**Pay related queries should be addressed with the line manager in the first instance.**

**General Payroll queries: 01244 364400**

### NHS PENSION SCHEME

- New employees are automatically opted into the NHS Pension Scheme, a significant part of the benefits package for NHS employees;
- CWP contribute 14% of pensionable pay into the scheme;
- Employees contribute between 5% and 8.5%.

**More Information:** contact the pensions team at HR and Well-being Business Services

**Telephone:** 01244 364400

**E-mail:** [coc-tr.cochrpensions@nhs.net](mailto:coc-tr.cochrpensions@nhs.net)