

Adding a Bank Holiday on CoolCare

This guide will enable the user to create statutory holidays within the annual calendar for your care home across the UK. It is worth noting that not all statutory holidays apply to all countries within the UK, therefore we recommend you check before making amendments.

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

Name	Position	Date Time	Hours (HH:MM)
Wayne Molloy	Care Assistant	06/09/2022 07:00	177:27
Sarah Olson	Care Assistant	06/09/2022 06:57	177:30
Amanda Becker	Care Assistant	06/09/2022 06:55	177:32
Amelia Watson	Senior Carer	06/09/2022 06:53	177:34

Forename	Surname	Type	Status	Due
Tracy	Foreman	Supervision	Overdue	08/09/2022
Emily	Galileo	Supervision	Overdue	09/09/2022
Nora	Harris	Supervision	Due Today	13/09/2022
Jolyne	Stone	Supervision	Due Soon	16/09/2022

- From the Staff Lookups section, choose Statutory Holidays

General Lookups			
Maintenance Assignees	Enquiry Sources		

Staff Lookups			
Departments	Professional Classification	Qualifications	Statutory Holidays
Ethnic Origin	Reason For Absence	Reason For Leaving	Day Periods
Agency Details	Reasons For Agency		

Resident Lookups			
Dependency Level	Funding Type	Ledger Item Types	Nursing Band
Billing Contract Terms	Permanency Type	Suppliers	Supplier Types

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

The screenshot shows the Coolcare dashboard with a sidebar on the left containing 'Dashboard', 'Care Home', 'Staff', and 'Residents'. The main area is titled 'Statutory Holidays' and features a table with columns for Date, Description, and Location. A blue 'Insert' button is located at the top left of the table. A red arrow points from a callout box to this button. The callout box contains the text: 'Click insert to add a new holiday'. The table lists various holidays such as Boxing Day, Christmas Day, and Easter Monday for the years 2022 and 2023.

Date	Description	Location
26/12/2023	Boxing Day	All
25/12/2023	Christmas Day	All
01/05/2023	Early May Bank Holiday 2023	All
10/04/2023	Easter Monday 2023	All
25/12/2022	Christmas Day	All
29/08/2022	Summer Bank Holiday 2022	All
28/08/2022	Summer Bank Holiday	All
03/06/2022	Platinum Jubilee Bank Holiday	All
02/06/2022	Spring Bank Holiday 2022	All
02/05/2022	Early May Bank Holiday 2022	All
18/04/2022	Easter Monday 2022	All
15/04/2022	Good Friday 2022	All

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 2022

The screenshot shows a form titled 'Statutory Holiday'. It contains four required fields: 'Date', 'Description', 'Special Pay Code', and 'Geolocations'. Each field has a dropdown menu. The 'Special Pay Code' and 'Geolocations' dropdowns currently show a hyphen '-'. At the bottom of the form are two blue buttons: 'Back' and 'Save'.

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 bank holiday (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 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. **Check the bottom of this guide on information on adding pay codes.**

- 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

Adding and Amending Pay Codes

If your home doesn't use Pay Rates and instead uses for example Sage CSV, you'll be able to add pay codes to CoolCare.

To add pay codes to CoolCare

- Go to Home Setup
- Staff positions
- Choose your staff position and select codes

The below picture demonstrates the pay code information held on the staff position.

The screenshot shows the 'Staff Positions' configuration page in CoolCare. The 'Codes' tab is selected, showing various input fields for pay codes. The page is divided into three sections based on how the codes are reported:

- 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 (10), Special Day 1 (16), Special Day 2 (10), Special Day 3 (10), 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.

At the bottom, there are three buttons: Back, Save, and Archive.