

# 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

The screenshot shows the CoolCare dashboard for Maurice Sharp. The dashboard includes a sidebar with navigation options: Dashboard, Care Home, Staff, and Residents. The main content area displays 'Staff On Shift (4)' with a table of staff members, 'Occupancy: 19/20 (95%)' with a pie chart, 'Absent Residents (0)', and 'Staff Appraisals/Supervisions (Overdue: 2, Due Today: 1, Due Soon: 1)'. A dropdown menu is open in the top right corner, showing options like System Configuration, Manage Users, and Lookups.

- From the Staff Lookups section, choose Statutory Holidays

The screenshot shows the 'General Lookups' screen in CoolCare. The screen is divided into three sections: General Lookups, Staff Lookups, and Resident Lookups. The 'Staff Lookups' section is highlighted with a red box, and the 'Statutory Holidays' option is selected.

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

Statutory Holidays

Insert Select Lookup

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
25/03/2023	Good Friday 2023	All
26/12/2022	New Years Day 2023	All
26/12/2022	Boxing Day 2022	All
25/12/2022	Christmas Day 2022	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

Click insert to add a new holiday

## 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

Statutory Holiday

Date Required

Description Required

Special Pay Code Required

Geolocations Required

Back 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 displays the 'Staff Positions' configuration page in CoolCare, specifically the 'Codes' tab. The interface includes a left-hand navigation menu with options like 'Home Setup', 'Rota Setup', 'Occupancy Management', 'Recruitment', 'Ledger', 'Maintenance', 'Reports', 'Staff Messaging', 'VNB Configuration', 'Staff', and 'Residents'. The main content area has a top navigation bar with 'General', 'Rooms', 'Staff Positions' (active), 'Break Deductions', 'Settings', and 'Lookups'. Below this, there are tabs for 'Shift Definitions', 'Codes' (selected), 'Bank Staff Codes', and 'Break Deductions'. The 'Codes' section is divided into three parts: 'Elements which show on the report but not on the CSV file if empty' (with fields for Standard Hours, Booked Holidays, and Training), 'Elements which will show within standard hours on the report and CSV if the element is empty' (with fields for Bank Holidays, Special Days 1-4, Saturdays, Sundays, Saturday Holiday, and Sunday Holiday), and 'Element which shows separate on the report but are included in standard hours on the CSV when element is empty' (with fields for Extra Hours and Other Hours). At the bottom of the form are three buttons: 'Back', 'Save', and 'Archive'.