

**CHESHIRE AND WIRRAL PARTNERSHIP NHS TRUST**

**2.13 GUIDANCE ON REQUESTING STAFF  
TO CROSS COVER**

**Version 1**

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**1.0 Introduction**

Cheshire and Wirral Partnership Trust (the Trust) is committed to providing safe levels of service that avoid risk and protect staff. This includes providing appropriate levels of cover in all circumstances. In planning cover, managers will be expected to ensure that rotas include appropriate cover for annual leave, study leave, maternity leave and sick leave.

**2.0 Identifying exceptional circumstances**

However there are occasionally very exceptional circumstances where normal cover arrangements break down e.g. flu epidemic or where the clinical care of an individual patient places extraordinary demands on the service and presents risks to both patients and staff. In these circumstances it may be necessary to ask staff to provide cover at a location away from their normal place of work. However, such cover would be limited to other locations within the Trust and would not extend to providing cover to other organisations.

**3.0 Responding to exceptional circumstances**

When responding to these exceptional circumstances it is expected that a manager would consider a range of factors and that staff would be flexible and respond to reasonable requests to work in another locality. In considering the reasonableness of any request a manager must take account of the following factors:

- The distance to be travelled
- Whether staff have transport or if this needs to be arranged
- The impact of carer or other domestic arrangements on staff
- The requirements of the Working Time Directive in relation to adequate time off and rest between duties.

General Managers/Heads of Service will be required to report through the normal performance management arrangements any situations that had led to them having to arrange cross cover within the terms of this guidance.

**4.0 Practical application**

Staff should be paid their travelling expenses and should not suffer any loss of earnings or other detriment, this will mean considering on an individual basis such issues such as length of working day in the temporary locality, overtime or time owing.