

Tuesday 13 August 2024

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**Working Time Regulations and annual leave** We want to remind everyone of their responsibility under the Working Time Regulations (WTR); these stipulate a statutory amount of leave of 28 days or 210 hours per annual leave year, pro rata for part time employees.

The NHS Scotland Agenda for Change entitlement for leave (annual and public holidays) exceeds the statutory amount and this entitlement is not changing. The WTR, one of a suite of Health and Safety legislation, is very clear the statutory leave entitlement should be used as leave from work. Therefore, for health and safety reasons, **employees are not permitted to work in any other post they may have with NHS Grampian during this period of statutory leave.**

Employees and Managers both have a responsibility to ensure this is enforced. This will enable employees to have an appropriate period of rest from work within NHS Grampian.

**Microsoft Conditional Access Security policy – coming soon!** In 2 weeks we will implement the national MCAS (Microsoft Conditional Access Security) policy to protect organisational data. This will affect how Microsoft 365 data is accessed on non NHS issued devices. If you use a personal or non NHS issued device to access your work email or Teams, please refer to the [📄 MCAS FAQ.docx](#) sheet for how you will be affected and what actions you need to take

**iMatter – call for case studies** We are looking for team action-planning case stories to include in the iMatter national report and we want to hear from you. We don't expect perfection – we value real experiences, challenges, and lessons learned. We aim to highlight:

- How teams use iMatter to boost wellbeing, culture, and work environment
- How you created and put improvement action plans into practice
- New ideas and fresh takes on action planning

If you need a little inspiration, [check out previous stories we've submitted here](#). If you want to share your story, please get in touch via [gram.imatter@nhs.scot](mailto:gram.imatter@nhs.scot) by **Tuesday 20 August**.

**Reminder – IT maintenance** There will be scheduled IT maintenance taking place tomorrow (Wednesday), between 12.15-12.45pm. There is the potential for brief service interruptions during this time. [More information is available on the intranet here](#) (networked devices only). Questions? Contact the IT service desk on ext 54444 or 01224 554444.

**Temporary closure - ARI Orange Zone cafe** Due to staffing pressures, the Orange Zone Cafe in ARI will be **closed** w/c 19 & 26 August. We apologise for any inconvenience; the nearby Aroma coffee cart is available for hot drinks and snacks; hot meals will be served in the Pink Zone cafe as normal.

**Staff discounts – don't miss out** We occasionally share ticket offers in this brief, but don't forget, there's a whole section of the intranet dedicated to staff discounts! Just click on the Your Space button on the homepage, [or follow this link](#) (networked devices only).

**Tune of the day** The speech and language therapy team at ARI want to wish their colleague Collette McGhee and her partner Sara well ahead of their wedding at Haddo House. I hear [Adore You](#) by Harry Styles will go down nicely with the happy couple.

I've clearly started something with my short songs request, and (ironically) I now have a very long list! Thanks to Janine Langler, who has asked for The Beatles and [You've Got To Hide Your Love Away](#) (EP)

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via [gram.communications@nhs.scot](mailto:gram.communications@nhs.scot)