

SICK PAY AND PAID / UNPAID LEAVE FROM 1st November 2021



From 1st November 2021 sickness absence should be recorded as normal in Workday using Sick Pay

The Health, Wellbeing and Attendance and Leave Options Policies are principle based and judgement led and support our culture of doing the right thing. Line managers can provide paid leave as they feel is fair and appropriate and can consider extension to occupational sick pay to support extenuating circumstances.

Sickness absence from 1st November 2021	<ul style="list-style-type: none"> If colleagues are unable to work due to sickness the normal Sick Pay arrangements will apply as outlined in the principles in the Health, Attendance & Sick Pay policy, There are currently 2 exceptions, where emergency paid leave will apply instead of sick pay; <ol style="list-style-type: none"> Colleagues who are 28+ weeks pregnant should continue to work at home if they can. If they can't, they should stay at home and their absence should be recorded as paid emergency leave, covering the time before they start their maternity leave. Colleagues should continue to have the flexibility to attend their vaccine appointment and if they are unwell for 2-3 days following this, they will not be required to work and the absence recorded as emergency paid leave 	<ul style="list-style-type: none"> Absence should be recorded in Workday, using the correct absence reason. There are 2 new sickness leave types to be aware of; <ul style="list-style-type: none"> 'Coronavirus Related', which should be used for Covid Symptoms; Diagnosed Covid; Long Covid related illness 'Coronavirus Self Isolation' which should be used for any periods of self isolation, excluding any travel related quarantine/isolation. For the exceptions, where emergency paid leave applies, this should be recorded under the specific leave reasons of 'C-19 Pregnancy Related' and 'C-19 Vaccine Related'
If you are self-isolating From 1st November	<ul style="list-style-type: none"> If you need to self-isolate and can work from home, you should do so. If you are unable to work from home, your absence will be recorded as self-isolation. If you are self-isolating as a consequence of returning from overseas then please click here. 	<ul style="list-style-type: none"> Absence should be recorded as sick leave in Workday, under the 'Coronavirus Self Isolation' reason If self isolation relates to travel – follow the separate guidance on this.
Paid / Unpaid Leave	<ul style="list-style-type: none"> The Leave Options policy provides flexibility and allows discretion so that colleagues know that they will be supported and line managers are able to do the right thing in individual circumstances. Colleagues and line managers can consider using holiday, time off or paid / unpaid leave to help balance work / home commitment or to support a phased return. Emergency paid leave should not be used to cover periods of sickness. 	<ul style="list-style-type: none"> If paid leave is agreed, Line Managers should record this in Workday under Emergency Paid Leave, selecting the appropriate leave type.
Sickness absence starting before 1st November and continuing after 1st November	<p>All sickness absence recorded in Workday under Emergency Paid Leave by the 29th October, and which goes beyond 31st October, will be ended as Emergency Paid Leave on the 31st October and will show as starting a new sickness absence in Workday on 1st November. This will be done centrally.</p> <p>All sickness absence that for any reason hasn't been recorded before 29th October but extends beyond 1st November will have to be keyed by the line manager – as Emergency Paid Leave until 31st October and as sickness from 1st November – 2 entries.</p>	<ul style="list-style-type: none"> Line managers need to make sure they communicate this update to colleagues. Where absence is already in the system on 29th October, the move across to sick pay will be carried out centrally. Line managers must check Workday on / from 1st November to confirm all colleague absence is correct. There is no requirement to move any absence which occurred before 1st November and which has ended, to sickness absence

In some circumstances there may not be a requirement for colleagues to work and if this is the case colleagues will continue to be paid their normal contracted hours. Line managers should record this as 'emergency leave' in Workday.

SICK PAY AND PAID / UNPAID LEAVE FROM 1st November 2021



From 1st November 2021 sickness absence should be recorded as normal in Workday using Occupational and Statutory sick pay.

- Line managers should ensure colleagues understand how sickness absence and any other leave will be supported from 1st November.
- While the move of existing sickness absences from Emergency Paid Leave to Sickness Absence will be managed centrally by the Workday team, line managers should carry out checks to ensure accuracy.
- If colleagues are not currently sick, but are being supported with paid leave for another reason, line managers and colleagues will need to work together to identify the best approach.
- Line managers as always, have discretion to agree an appropriate solution which might include a combination of holiday, time off or paid/unpaid leave, depending upon the circumstances.

EXAMPLE ABSENCE SCENARIO	ACTIONS
Sickness absence in Workday on 31st October with an end date during November e.g. of 8th November.	<ul style="list-style-type: none"> • Workday will automatically close the absence in EPL on 31st October and will enter a new absence in sickness from 1st – 8th November
Sickness absence in Workday on 31st October due to end on that date.	<ul style="list-style-type: none"> • No action needed – the absence will be held in EPL
Sickness absence in Workday on 31st October due to end on that date. Colleague doesn't return on 1st November.	<ul style="list-style-type: none"> • Line manager starts a new sickness absence from 1st November. All absence prior to 1st November is held in EPL
Colleague is 28+ weeks pregnant and is staying at home on full pay. This is in Workday as EPL on 31st October and extends beyond 1st November.	<ul style="list-style-type: none"> • Line manager must check after 1st November that colleague absence continues to be held in EPL under 'C19 Pregnancy Related' leave type and correct it if not.
Colleague has absence in Workday on 31st October with a future end date. The absence reason is recorded as 'Public Health Event' – but is not sickness. Pregnancy related; caring reasons for example.	<ul style="list-style-type: none"> • Line manager must check after 1st November to ensure this absence isn't recorded as sickness absence. • Colleagues and line managers will work together to agree support needed.

YOUR PAY IF YOU'RE ILL, VULNERABLE, SELF-ISOLATING OR BALANCING THE CHALLENGES OF WORK AND HOME – THIS GUIDANCE EXPIRES ON THE 31st October 2021



All full-time and part-time permanent colleagues will continue to be paid their contracted hours as normal, no matter what their role is, how the pandemic affects what they do, or what their circumstances are.

<p>Sickness absence from 10th March 2020</p>	<ul style="list-style-type: none"> All absences, coronavirus related or not, will be paid and the time off won't be deducted from your normal sick pay entitlement. 	<ul style="list-style-type: none"> Colleagues will continue to be paid. Sickness absence should be keyed in Workday by your line manager as emergency paid leave, selecting the correct reason. If a colleague is ill because they have coronavirus the reason code to use is "Public Health Event".
<p>Sickness absence before 10th March 2020</p>	<ul style="list-style-type: none"> Sick pay will be paid as stated in the principles in the Health, Attendance & Sick Pay policy, 	<ul style="list-style-type: none"> Sick pay provisions can be found here. Sickness absence should continue to be keyed as sickness absence in Workday.
<p>If you are self-isolating</p>	<ul style="list-style-type: none"> If you need to self-isolate and can work from home, you should do so. If you are unable to work from home, you will be paid for the duration of your self-isolation. If you are self-isolating as a consequence of retuning from overseas then please click here. 	<ul style="list-style-type: none"> You will continue to be paid for the duration of your absence. Line managers should record colleagues who are unable to work from home as 'emergency leave' in Workday using the reason code 'Self-Isolation'.
<p>If you are ill following the vaccine.</p>	<ul style="list-style-type: none"> If you need take to some time off after receiving the vaccine because you feel unwell then you should do so. 	<ul style="list-style-type: none"> Colleagues will continue to be paid. Line managers should record colleagues who are unable to work from home as 'emergency leave' in Workday using the reason code 'Vaccine-Related'
<p>Vulnerable colleagues</p>	<ul style="list-style-type: none"> If you are a vulnerable colleague who is required to shield and able to work from home, you should do so. If the nature of your role means you can't work from home your line manager will work with you to support a safe return to work. Where this is not possible the Group is supportive of you staying at home and you will be paid your normal salary. 	<ul style="list-style-type: none"> You will continue to be paid for the duration of your absence. Line managers should record colleagues who are unable to work from home as 'emergency leave' in Workday using the reason code 'Public Health Event'.
<p>Colleagues needing support to balance work and home</p>	<p>For instance school closures, closure of care provisions, lack of access to child care, new or increased carer responsibilities.</p> <ul style="list-style-type: none"> Wherever it's possible, you should try and make alternative arrangements so that you can continue to work. We recognise you may need support to flex your working patterns, hours or even location during this time. You and your line manager should discuss options that enable a you to contribute at work as best as possible. 	<ul style="list-style-type: none"> You will continue to be paid your normal contracted hours. Line managers should record colleagues who are unable to work as 'emergency leave' in Workday using the reason code 'Family / Dependant Emergency'.
<p>Colleagues facing public transport difficulties</p>	<p>For where there are government restrictions to public transport.</p> <ul style="list-style-type: none"> Wherever it's possible, you should try and make alternative arrangements so that you can continue to work. We recognise you may need support to flex your working patterns, hours or even location during this time. You and your line manager should discuss options that enable you to contribute in the best way possible. 	<ul style="list-style-type: none"> You will continue to be paid your normal contracted hours. Line managers should record colleagues who are unable to work as 'emergency leave' in Workday using the reason code 'Disruption to Public Services'.

In some circumstances there may not be a requirement for colleagues to work and if this is the case colleagues will continue to be paid their normal contracted hours
Line managers should record this as 'emergency leave' in Workday: Not Required to Work - LBG Mandated