

Absences relating to COVID-19

The following information applies to employees (contracted staff).

Casual workers should contact [UniWorkforce](#) for information on their entitlements.

Scenario	Guidance
1. Sick (including suspected COVID-19)	Use sick leave entitlement Report absence via absence reporting hotline.
2. Employee has persistent cough and/or high temp but feels ok to continue working	Self-isolate for 7 days . Work from home, where possible. If not able to work from home, employee will still be paid as normal. If living with others, household will need to isolate themselves for 14 days (refer to Scenario 3). If employee becomes unwell, they will need to report sick (refer to Scenario 1). Report absence via absence reporting hotline.
3. Member of employee's household has persistent cough and/or high temp	Self-isolate for 14 days . Work from home, where possible. If employee gets sick with COVID-19 symptoms during 14-day household isolation, then isolate for 7 days . If not able to work from home, employee will still be paid as normal. Report absence via absence reporting hotline.
4. Employee has underlying health condition and/or is pregnant (see PHE guidance)	Work from home, where possible. If not possible and the employee is an essential worker , they will need to come to work and practice social distancing and manager will need to ensure a safe working environment. If this can't be achieved, the employee should stay at home and will be paid as normal. Report absence via absence reporting hotline.
5. Employee has complex health issues and is high risk (see PHE guidance)	Stay at home. Work from home, where possible. If not, will still be paid as normal. Report absence via absence reporting hotline.
6. Employee lives with someone with an underlying health condition	Work from home, where possible. If not possible, employee will need to come to work and practice social distancing as much as practicable or take holiday and/or unpaid leave.
7. Employee is working from home	Paid as normal. No absence needs to be recorded.
8. Employee is not an essential worker and unable to work from home	Employee will be paid as normal. No absence needs to be recorded.
9. Employee is an essential worker or is working from home but must now take time off to look after dependent child because of school closures	Ten days Domestic Leave available; to be agreed with Line Manager. After that, employee will need to take holiday and/or unpaid leave. Employee should discuss flexible working arrangements with manager, such as changing days/hours of work, to work around child-care arrangements. Report absence via absence reporting hotline.