# Absence Treatment Matrix

|  |  |
| --- | --- |
| **Cause of Absence** | **Required Action** |
| **Sick - COVID-19 symptoms** | **Follow** isolation guidance and get tested |
| **Record** sickness on day 1 via [MyHR dashboard](https://myhr.soton.ac.uk/dashboard/dashboard-ui/index.html#/index/main)  AND  **Report** a positive COVID-19 test if appropriate via the [COVID-19 staff reporting form](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=f3835130db139050f81bee71ca961909) |
| Sick Leave entitlement and policy applies |
| **Sick - other reasons** | **Record** sickness on day 1 via [MyHR dashboard](https://myhr.soton.ac.uk/dashboard/dashboard-ui/index.html#/index/main) |
| Sick Leave entitlement and policy applies |

|  |  |  |
| --- | --- | --- |
| **Cause of Absence or situation** | **Possible to do job from home** | **Not possible to do job from home** |
| **Self-isolation (symptomatic)** | **Follow** isolation guidance and **get tested** | **Follow** isolation guidance and get tested  **Record** *self-isolation* via the [COVID-19 staff reporting form](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=f3835130db139050f81bee71ca961909)  AND |
| **Work** from home unless too unwell (go to Sick - COVID-19 symptoms) | **Record** *self-isolation - unable to work from home*absencevia [MyHR dashboard](https://myhr.soton.ac.uk/dashboard/dashboard-ui/index.html#/index/main) |
| **Record** *self-isolation* via the [COVID-19 staff reporting form](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=f3835130db139050f81bee71ca961909) | **Special paid absence\*** - test must be undertaken promptly |
|  | Line Manager may request evidence of attempts to get tested e.g. screen shots of booking or SMS confirmation  *\*Staff may be asked to carry out alternative work from home. In this case refer to instructions in the “possible to do job from home column”* |
| **Self-isolation (not symptomatic)** Self-isolation advised by NHS or track and trace system | **Follow** isolation guidance (NB testing not possible in this scenario) | **Follow** isolation guidance |
| **Work** from home unless too unwell (go to Sick - other reasons) | **Record** *self-isolation* via the [COVID-19 staff reporting form](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=f3835130db139050f81bee71ca961909)  AND |
| **Record** *self-isolation* via the [COVID-19 staff reporting form](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=f3835130db139050f81bee71ca961909) | **Record** *self-isolation - unable to work from home*absencevia [MyHR dashboard](https://myhr.soton.ac.uk/dashboard/dashboard-ui/index.html#/index/main)  **Special paid absence\*** for period of isolation |
|  | [Line Manager may request an NHS self-isolation note as evidence](https://111.nhs.uk/isolation-note)  *\*Staff may be asked to carry out alternative work from home. In this case refer to instructions in the “possible to do job from home column”* |
| **Quarantine following travel** | **Work** from home | May need to take **holiday** or **unpaid leave** to fulfil period of quarantine.  Speak to Line manager |
| **Record** holiday via [MyHR dashboard](https://myhr.soton.ac.uk/dashboard/dashboard-ui/index.html#/index/main) |
| Line Manager will need to raise an HR issue to request unpaid leave |
| **Self-isolation resulting in childcare issues** | **Work** from home flexibly | **Special paid absence\*** for self-isolation Line Manager may request an NHS self-isolation note as evidence  *\*Staff may be asked to carry out alternative work from home. In this case refer to instructions in the “possible to do job from home column”* |
| If not possible, take another form of leave (e.g. emergency dependent leave, holiday, additional bought holiday or unpaid) |
| **Record** absence via [MyHR dashboard](https://myhr.soton.ac.uk/dashboard/dashboard-ui/index.html#/index/main) |
| **Quarantine resulting in childcare issues** | **Work** from home flexibly | May need to take **holiday** or **unpaid leave** to fulfil period of quarantine.  Speak to Line manager |
| If not possible, take another form of leave (e.g. emergency dependent leave, holiday, additional bought holiday or unpaid). | **Record** holiday via [MyHR dashboard](https://myhr.soton.ac.uk/dashboard/dashboard-ui/index.html#/index/main) |
| **Record** absence via [MyHR dashboard](https://myhr.soton.ac.uk/dashboard/dashboard-ui/index.html#/index/main) | Line Manager will need to raise an HR issue to request **unpaid leave** |