

Coronavirus (COVID-19)

Guidance on pay during absence

Updated 27th July 30th August 2020, 5th November 2020, 6th January 2021, 31st August 2021 and 2nd August 2022

We are working to support colleagues working flexibly, to support their health and wellbeing or when balancing caring commitments and encourage you to refer to the separate guidance on flexible working options.

This guidance follows NHS Employer's and government advice regarding COVID-19 related absences and pay during the Coronavirus pandemic response. It will be regularly reviewed and updated as necessary.

It is important to record all absences in EASY, within 24 hours of the start date of the absence, to ensure correct payment to staff and to support NHSBT National Emergency Team planning and NHS Central reporting.

Please refer to the absence reporting table to ensure all ongoing and new situations of working from home and absence are recorded correctly in EASY. Payments will be based on what is recorded in EASY. Records already closed will be reviewed and updated centrally.

1. Working (this includes those working from home although they are in isolation)

- Claim additional duties (shift and overtime etc.) as normal. If you are working flexibly claim in agreement with your manager. This may include different shifts or on-call if you are working a different work pattern.

2. Off sick; you personally have tested positive for COVID-19 and are not well enough to work due to your symptoms.

- Sick pay for COVID-19 sickness absence will be paid in line with all other sickness absence and in line with contractual sick pay entitlements.
- COVID-19 sickness absences will be included in triggers for attendance management as with any other sickness absence and in line with the attendance policy.

3. Paid Special Leave - For those that are not working either due to short term isolation following a positive COVID-19 test or due to self shielding pre surgery.

This covers anyone that tests positive for COVID-19 and is asymptomatic. If they are well enough to work but do not have work that they are able to carry out from home, then they should be recorded as 'Paid Special Leave', which will be at full pay plus average pay (calculated over the previous 3 months)

- Any periods at work, as normal or flexibly, will be paid as normal
- *This may require different periods of absence, or at work to be separately recorded in EASY*