

**August 2021** – absence reporting is being updated to reflect the developing situation, changes in government guidance and NHS Employer’s guidance, reporting and information requirements.

Explanation	Absence Type	Reason	Related to	Pay
1) Use for those who <b>ARE WORKING</b> , at home due to their own need for short term (10 days) self-isolation (e.g. not out on session, transport or at an NHSBT/NHS site)	“Working from home”	CV isolation	Related reason – COVID-19	Normal
2) Use for those who <b>ARE WORKING</b> , at home in their 3 <sup>rd</sup> trimester of pregnancy only	“Working from home”	CV isolation – at risk group	Related reason – COVID-19	Full pay, calculated as an average over 3 months
3) Use for those who <b>are NOT WORKING</b> , due to their own covid sickness/symptoms	“Sickness”	Coronavirus	Related reason – COVID-19	Full pay, calculated as an average over 3 months
4) Use for those who <b>are NOT WORKING</b> , due to short-term (10 days) isolation due to household member’s sickness/symptoms <i>(maybe longer if more than one isolation period required)</i>	“Paid Special Leave”	CV isolation – not working	Coronavirus (COVID-19) - Household Member Symptoms	Full pay, calculated as an average over 3 months
4a) Use for those who <b>are NOT WORKING</b> , self-isolating following Test and Trace contact	“Paid Special leave”	CV isolation – not working	Coronavirus (COVID-19) - Test and Trace Contact	Full pay, calculated as an average over 3 months
4b) Use for those who <b>are NOT WORKING</b> , and are required to quarantine on return from travel abroad (check government requirements)	“Special Unpaid”	CV isolation	Coronavirus (COVID-19) - Post Travel Quarantine	Unpaid
5) Use for those who <b>are NOT WORKING</b> , self-shielding pre-surgery, or in 3 <sup>rd</sup> trimester of pregnancy	“Paid Special leave”	CV isolation – at risk group	Related reason – COVID-19	Full pay, calculated as an average over 3 months

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