

Coronavirus (COVID-19)

Guidance on pay during absence

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

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 and temporary working from home arrangements 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. Working

In the 3rd trimester of pregnancy, as part of reasonable adjustments where they should not be working in patient or donor facing roles.

3. Off sick; you personally have COVID-19 symptoms and are not working

- The standard NHS T&Cs sick pay rules have been paused for COVID-19 related sickness only
- Sick pay for COVID-19 sickness absence will be paid separately from other (non-COVID-19) sick absence
- COVID-19 related sickness absences will be paid at full pay plus average pay (calculated over the previous 3 months)
- COVID-19 sickness absences will be excluded from triggers for attendance management

4. In isolation - 10 days, you are not working, this may be because

- a household member has COVID-19 symptoms, or

- you have had contact with someone with symptoms (consider all flexible options to support colleagues to work as far as possible)
- you have had a Track and Trace contact with symptoms

This covers anyone not working for short-term (10 days) isolation due to possible exposure to COVID-19.

- Periods not worked will be '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*
- **In isolation/quarantine on return to the UK from abroad** (in agreement with your manager consider the option of taking additional annual leave to cover the period as well as flexible working options, to protect your colleagues)

- Periods not worked will be **unpaid** – record as 'unpaid special leave'
- 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*

5. Self-shielding - not working, when shielding pre-surgery, or in the 3rd trimester of pregnancy (consider all flexible options to support colleagues to work as far as possible).

This covers anyone shielding pre-surgery, and employees in the 3rd trimester of pregnancy, because of your own high-risk health status.

- Periods not worked will be '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*

6. Stranded on holiday, unable to work flexibly due to being stranded –

- Periods not worked will be 'unpaid special leave'.