

	Reason for absence	In EASY (for uploaded to ESR)	Screen shot of EASY Entry						
SICK	Use for those who are NOT WORKING , due to their own covid sickness	Absence Type; ' Sickness ' Resulting from or related to; ' Related Reason - 'Coronavirus (COVID-19) – Test and Trace Contact ' Reason; ' Coronavirus '	New screenshot to be added when related reason is in Easy						
NOT WORKING	Use for those who are NOT WORKING , due to self-isolating or who are self-shielding due to pre-surgery	Absence Type; ' Special Paid ' ; ' Related Reason - 'Coronavirus (COVID-19) – Test and Trace Contact ' Reason; ' CV Isolation – not working '	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Absence Type/ Resulting from or Related to</th> <th style="text-align: center;">Reason/Detail</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Special Paid ▾</td> <td style="text-align: center;">CV Isolation - not working ▾</td> </tr> <tr> <td style="text-align: center;">Coronavirus (COVID-19) - Test and Tra ▾</td> <td style="text-align: center;">..... ▾</td> </tr> </tbody> </table>	Absence Type/ Resulting from or Related to	Reason/Detail	Special Paid ▾	CV Isolation - not working ▾	Coronavirus (COVID-19) - Test and Tra ▾ ▾
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