

Logging Covid Absences

Updated: May 2022

If the employee has tested positive or is experiencing symptoms of a respiratory infection and is too unwell to work this should be recorded as sickness absence from Day 1 (Follow the same instructions as point 2 below).

If the employee is not experiencing any symptoms a time limited risk assessment should be carried out to assess whether they can come into work. If they are not able to come into work or work at home these 5 days should be recorded as Paid Leave of Absence.

(Please refer to <https://intranet.stockton.gov.uk/covid-19-advice/hr-advice/>)



If the employee is working from home, you do not need to record anything in MyHR

1. First 5 days record as paid leave of absence.

Employees who are asked to isolate and cannot work from home, should be logged as Paid Leave.

Note: when entering paid leave this will show as the local authority's name in MyHR i.e. SBC Paid Leave or DBC Paid leave

Type SBC Paid Leave

Comments

Dates	Full Day	Part Day	Open Ended
From * <input type="text" value="04/04/2022"/>	<input checked="" type="radio"/>	<input type="radio"/>	
To * <input type="text" value="08/04/2022"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

hours mins hrs decimal

Total Time 37.00

Reason *

2. After the first 5 days/or from Day 1 of absence if employee is unwell:
if the employee is too unwell to work from day 1 or remains absent after 5 days paid leave, the absence should then be recorded as sick from day 6 under the new category of Coronavirus



Note: before you make this entry ensure you have closed the leave of absence entry

- Right Click on the absence start date
- Click Add
- Chose **SCK Sickness**

The screenshot shows the Xentrall Time Management interface. The left sidebar contains navigation links: Me, My People, Team Selector, Delegations, Time & Attendance (selected), Employee Personal Details, Reports, and Forms History. The main area displays a calendar for the week ending 01/05/2022. A table lists employees and their absence records. A right-click context menu is open over the start date (27/04/2022), showing options: Add, View, Edit, Delete, CAS Casual Sickness, IND Industrial Injury, PLY SBC Paid Leave, **SCK Sickness** (highlighted in a red box), PLY SBC Unpaid Leave, and PYA Payments. Buttons at the bottom include Previous, View Full Screen, Print, and Cancel.

- Complete the absence entry form
 - o Select Coronavirus as the Reason
 - o Select the appropriate Reason Type to fit the symptoms
- Submit

The screenshot shows the 'Type Sickness' form in the Xentrall system. The form includes fields for Comments, Dates (From: 27/04/2022, To: 01/05/2022), Total Time (0.00), Reason (Coronavirus), Reason Type (Brain Fog/Memory Problems), Cause (Non-work related), Cert Type (Fit Note), Certificate Expiry Date, and Return To Work Interview Date. A red box highlights the 'Reason' and 'Reason Type' dropdowns. A checkbox at the bottom states 'I confirm that an entry has been made in the Health & Safety Accident Book.'

Reasons Set up under Coronavirus

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--Select--

Anxiety

Fatigue

Insomnia

Brain Fog/Memory Problems

Joint pain/ache - muscular

Cough

* Coronavirus Infected

* Coronavirus Isolating

Breathing problems

Breathlessness

Headache

Dizziness

ie Palpitations

Chest pains

Sore throat

* Tinnitus

Earache/infection

* --Select--

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