## **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 <u>https://intranet.stockton.gov.uk/covid-19-advice/hr-</u> advice/)



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

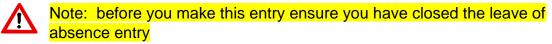
#### 1. First 5 days record as paid leave of absence.

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

Туре	SBC Paid Leave					
Comments	Isolating - cannot work from home					
	Dates	Full Day Par	t Day Ope	n Ended		
From *	04/04/2022	0	C			
То *	08/04/2022	0 (	D	0		
	hours mins hrs	decimal				
Total Time	37 0 37.0	00				
Reason *	Coronavirus			~		

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



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

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

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Me My People	ne nime waragement mousie enables employees, and managers on behan or employees, to view and record a
8 Not Selected	Type Sickness
	Comments
Team Selector	Dates Full Day 1st Half 2nd Half Open Ended
Delegations	From * 27/04/2022 🖨 O 🔿
Time & Attendance	
Reports	Days
Forms History	Total Time 0.00
	Reason * Coronavirus v
	Reason Type * Brain Fog/Memory Problems v
	Cause * Non-work related V
	Cert Type * Fit Note V
	Certificate Expiry Date
	I confirm that an entry has been made in the Health & Safety Accident Book.
	Return To Work Interview 🛛 🗃

## Reasons Set up under Coronavirus

