

	<p>As of the 7th July 2022 all COVID related absences will be treated as follows:</p> <p>For those that test positive for COVID 19 and are not well enough to work - If you are unwell with COVID 19 then this absence will be recorded as Reason COVID-19, Related Reason – Test and Trace Contact. This absence will be monitored under the attendance policy including the use of contractual sick pay entitlements and the use of our standard absence monitoring and triggers.</p> <p>For those that test positive for COVID-19 but are asymptomatic – you should advise your manager in the first instance and discuss with them. If you are able to work from home, you should do so for the duration of your isolation period. If you are not able to work from home, you should not come into the work place until you have completed your isolation period. This absence will be recorded as authorised absence – Special Paid – Test and Trace Contact and full pay will be received as if you were at work. This will not count towards absence monitoring or contractual sick pay.</p> <p>If you have been asked by your doctor to undergo pre op or post op isolation this will be recorded as authorised absence – Special Paid – Test and Trace Contact and full pay will be received as if you were at work. This will not count towards absence monitoring or contractual sick pay.</p> <p>If you were off unwell with COVID 19 absence prior to the 7th July and remain off unwell, you will enter a transition period to revert you back to the contractual absence provisions detailed above. You will be contacted and made aware of this. This transition period will run from the 4th – 31st August 2022 inclusive. You will revert back to contractual absence provisions and monitoring on the 1st September 2022.</p>		
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