

Employee communication

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Status: **IMPORTANT**

Annual leave and Public Holidays

You should continue to request Annual Leave as normal in the absence module. The information will then feed through to the timesheets. You should also continue to book public and bank holidays as per your current arrangements, ie:

- If you have public holiday hours added to your annual leave allowance, you should record the time off as Annual Leave in the absence module and time sheets. For example: If you normally work 9.25 hours on a Monday you should record 9.25 hours annual leave on Monday 13th April 2020 (Easter Monday). If you do not normally work on a Monday, you will not record any hours on the 13th.
- If you do not have public holiday hours added to your leave, you should utilise the time code Public Holiday in your time sheet.
- If you are an ASW you should only book time on public holidays if you are working.

Time booking

Please see the table below for the latest information on time booking codes

Booking Codes for use by Staff & ASW's			
	Working arrangement	Time booking arrangement for staff	Time booking arrangement for ASW's
Site Closed			
Able to work from home	Work from home	Time book as usual	Time book as usual
Not able to work from home	Stay at home	Time book to TOFFPDWPER with Work order to COVID19 9836510962 and the job type of COVID19 related absence	Time book to your usual time booking codes with Work order to COVID19 9836510962 and job type of COVID19 related absence

Diagnosed with Corona-Virus			
Stay at home	Not expected to WFH	Time book to SICK with your normal Work order code, enter CORONACFMD as reason in absence module	Time book to your usual time booking codes with the job type of COVID19 related absence
Experiencing Corona-Virus symptoms, but undiagnosed/Awaiting Test Result for Corona –Virus			
Stay at home	WFH if well enough	If unwell, time book as SICK with your normal Work order code, enter CORONASUSPT as reason in absence module	Time book to your usual time booking codes with the job type of COVID19 related absence
		Unless still working then time book NORMAL as usual	
Self-isolating on advice from NHS/Government advice			
Able to work from home	WFH	Time book as usual	Time book as usual
Not able to work from home	Stay at home until symptoms confirmed or all clear received. If confirmed see above.	Time book as SICK with your normal Work order code, enter CORONASUSPT as reason in absence module	Time book to your usual time booking codes with Work order to COVID19 9836510962 and job type of COVID19 related absence
Classed as vulnerable, caring for someone ill, or children sent home from closed school			
Able to work from home	WFH – subject to demands of caring.	Time book as usual	Time book as usual
Not able to work from home	Stay at home and meet demands of caring	Time book to TOFFPDWPER with the Work order to COVID19 9836510962 and the job type of COVID19 related absence	Time book to your usual time booking codes with Work order to COVID19 9836510962 and job type of COVID19 related absence
Volunteering Work			
Paid Volunteering work	Paid by the organisation that you are volunteering for/adjustments may be needed to normal salary	Time book to VOLWRKPAID, with Work order to COVID19 9836510962	Time book to your usual time booking codes with Work order to COVID19 9836510962
Unpaid Volunteering Work	For local activities that you are not being paid for	Time book to VOLWORKNOPAY, with Work order to COVID19 9836510962	Time book to your usual time booking codes with Work order to COVID19 9836510962
Notes: <ul style="list-style-type: none"> • Pre-approved Annual Leave/Parental/Maternity/Paternity leave should be booked to your normal Work Order code • Sickness should be recorded in the normal way on both time booking and in the absence module and normal work Order Codes used. • Pre-approved Overtime and TOIL worked should be booked to your normal Work Order code • The COVID19 code is used for unproductive time only 			

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