

West Berkshire Council 30.09.20
How to record COVID related absence – Schools

All advice applies to both teachers and support staff.

Reason for absence	How to record on SIMS	Paid or unpaid?	Include in Staff Absence Return to payroll?
Sickness Absence due to COVID (suspected or confirmed by positive test)	<i>Sickness, D infections to include Colds and Flu</i>	Paid in line with sick pay entitlements	Yes
Self-isolation, pre-surgery (for self or members of household), following suspected contact or because of household member with symptoms.	<i>Other paid absence, e.g. compassionate leave</i>	Paid, isolation pay in line with terms and conditions. No impact on sick pay.	No
Self-isolation following travel	<i>Unpaid, authorised absence</i>	Unpaid, unless pay is agreed by the school.	Yes
Caring for their child who is a suspected contact, therefore isolating, but without symptoms	Depends on school policy.	There is no requirement to pay unless the employee is isolating. Model Leave of Absence policy states that dependants leave is unpaid.	Yes
Caring for their child who is ill, but not with suspected COVID	<i>Unpaid, authorised absence</i>	Unpaid, or in line with your Leave of Absence policy.	Yes

West Berks Model Leave of Absence Policy

Summary table

Type of Leave	Paid / unpaid	Number of Days	Authorised by
Parental Leave	Unpaid	Up to 18 weeks per child	Head teacher
Compassionate Leave	Paid	Up to 5 days (pro rata for part time)– can be extended	Head Teacher (if extended Head Teacher in consultation with the Chair of Governors)
Time off for Dependants	Unpaid (<i>or annual leave</i>)	Usually up to 2 days	Head Teacher
Maternity Support Leave	Paid	Up to 5 days (pro rata for part time)	Head Teacher
Ordinary Paternity Leave	Paid (<i>see procedure for details, as not all at full pay</i>)	Up to 2 weeks	Head Teacher
Hospital, Doctor, Dentist visits	Unpaid in most circumstances	As reasonably required	Head Teacher
IVF Treatment	Paid	Up to 5 days in total	Head Teacher
Medical Screening	Paid	As reasonably required	Head Teacher
Blood Donation	Paid	As reasonable	Head Teacher
Religious Observance	Unpaid (<i>or annual leave, flex leave</i>)	As reasonable	Head Teacher/line manager

Reserve Forces	Mobilisation = unpaid (<i>though Reservist paid by Services</i>) Training = paid	Mobilisation = as required Training = 2 weeks per annum	Mobilisation = Head Teacher to be informed Training+ Head Teacher in consultation with the Chair of the Governors
Witness/Jury Duty	Paid	As necessary	Head teacher to be informed
Public Duties	Paid	Up to 10 days per annum (<i>pro rata for part timers</i>)	Head teacher
Union Duties	Paid	As reasonably required	Inform Head Teacher
Graduation	Paid/unpaid	2 days per annum	Head teacher
Moving home	Paid/unpaid	2 days per annum	Head teacher
Attend interviews	Paid/unpaid	3 days per annum	Head teacher
Inability to get to work/school closure	Paid	As reasonable in the circumstances (required to work at home where possible.)	Head teacher
To accompany a pregnant woman to an antenatal appointment (fathers, partners and intended surrogate parents)	Unpaid	A maximum of two appointments, up to six and a half hours per appointment	Head teacher
Preparation for adoption	Unpaid	Up to two appointments of up to 6.5 hours appointment.	Head teacher