

## HR Guidance for Staff on Pay - FAQ

Please note the following advice and guidance relating to the different types of scenario that staff may face over the coming weeks. This is drawn from Government and ACAS guidance

### ***What happens if I am required to self-isolate?***

The latest Government Advice is very clear that all employees and workers should self-isolate for the any of the following reasons:

- they have coronavirus
- they have coronavirus symptoms, for example a high temperature or new continuous cough
- someone in their household has coronavirus symptoms
- they've been told to self-isolate by a doctor or NHS 111

The expectation at ESCG is that, where possible, staff are to continue to work from home whilst self-isolating using guidance and information regarding access to systems remotely.

Where staff are able to work from home normal pay will continue and you will be considered to still be 'at work'

### ***What happens if I am experiencing COV-19 symptoms or am too unwell to work?***

If you are not well enough to work then you must follow usual steps to notify your manager that you are off sick. These are:

- telephone, email or text your immediate line manager on the first day of your absence to explain the reason for the absence and likely duration. It is important to be clear where your symptoms are related to COV-19 or something completely different
- Your Manager will report you absent in the usual way via MyView
- Maintain usual contact with your line manager during your absence and notify them when you are well enough to return to work (remotely or physically)
- Your Manager will complete a Return to Work form in the usual way

### ***What will I get paid if I am off sick?***

Normal Occupational Sick Pay entitlements will apply in line with your terms and conditions of employment. These are shown below:

## **OCCUPATIONAL SICK PAY ENTITLEMENT**

<b>ESCG/PLAZA OSP ENTITLEMENTS</b>		
<b>CONTRACT TYPE</b>	<b>CONT. SERVICE ON FIRST DAY OF ABSENCE</b>	<b>OSP ENTITLEMENT</b>
ESCG/SCCH	First 6 months of service	SSP only
	6 months to 1 year of service	4 weeks full pay
	During 2nd year of service	8 weeks full pay and 8 weeks half pay
	During 3rd year of service	16 weeks full pay and 16 weeks half pay

	During 4th and 5th year of service	20 weeks full pay and 20 weeks half pay
	After 5 years of service	26 weeks full pay and 26 weeks half pay
PLAZA	Up to 1 year	SSP only
	1 year and over	6 days
<b>SDC OSP ENTITLEMENT FOR STAFF STARTING PRIOR TO 1<sup>ST</sup> JANUARY 2016</b>		
<b>CONTINUOUS EMPLOYMENT WITH COLLEGE</b>	<b>FULL PAY</b>	<b>HALF PAY</b>
Up to 4 months	1 month	Nil
Over 4 months up to 1 year	1 month	2 months
Over 1 year and up to 2 years	2 months (44 days)	2 months
Over 2 years and up to 3 years	4 months (88 days)	4 months
Over 3 years and up to 4 years	5 months (110 days)	5 months
Over 4 years	6 months (132 days)	6 months
<b>SDC OSP ENTITLEMENT FOR STAFF STARTING AFTER 1<sup>ST</sup> JANUARY 2016</b>		
<b>CONTINUOUS EMPLOYMENT WITH COLLEGE</b>	<b>FULL PAY</b>	<b>HALF PAY</b>
Up to 6 months	Nil – SSP only	Nil – SSP only
Over 6 months up to 1 year	1 month	1 month
Over 1 year and up to 2 years	2 months (44 days)	2 months
Over 2 years and up to 3 years	3 months (66 days)	3 months
Over 3 years	4 months (88 days)	4 months

Please note Statutory Sick Pay will be paid from day 1 instead of day 4 for those affected by coronavirus provided you meet the qualifying conditions.

***What if I cannot get a medical certificate?***

ESCG will be flexible with the requirement to provide evidence from the employee or worker on the eighth consecutive day of absence. We appreciate that it may be difficult to obtain a medical certificate within usual timeframes.

### ***What happens if I am a sessional or zero hours member of staff?***

If your services are currently not required and you have no hours scheduled then you will remain on ESCG books and will be contacted as and when there is any requirement for you to work in line with your terms and conditions.

If you are a sessional teacher and have lessons timetabled then speak to your Line Manager about the requirement for you to continue to provide delivery remotely. If you are continuing to teach then you will be paid as normal and will need to continue to submit claims via the VTS system in order to be paid monthly in arrears.

It may be necessary to give notice in line with your contract of employment to a possible change, reduction or cessation of expected hours after the Easter break. If this is the case you will be contacted by your Line Manager in due course to provide further advice and guidance.

### ***What are my rights if I am employed by Plaza Trading?***

Where possible you will be required to continue to work from home if your outlet has to close. Please liaise closely with your Line Manager to discuss possible tasks and activities - please see further guidance on working from home below.

If you are off sick or unwell then please see guidance in the table above about entitlements

### ***What if I am still on Probation?***

You will continue to be paid in the usual way during any closure period as long as you are working remotely.

If you are off sick with COV-19 symptoms, you will be entitled to receive SSP from day one of your absence. Occupational Sick Pay entitlements are as outlined above depending on your length of service.

### ***HR Guidance for working from home when the college closes:***

Maintain contact with colleagues and managers as required to agree tasks and priorities whilst working remotely – this will be agreed within teams

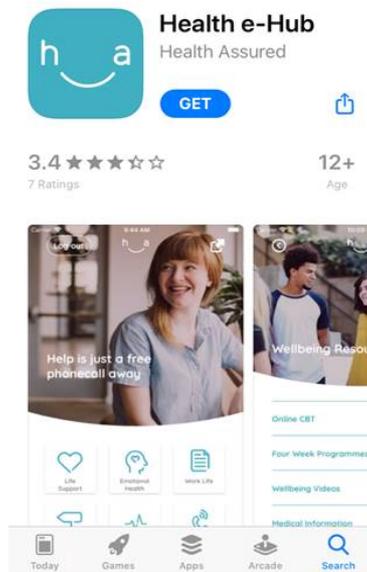
- Agree with your immediate Line Manager how regular communication will take place
- Normal pay will continue and you will be considered to be 'at work'
- Where duties of your normal role will not be possible from home ESCG may ask that you complete other college related activities
- Staff are encouraged to use annual leave during the closure period where possible. Authorisation continues to be required by the Line Manager and the request should be approved first before leave is assumed
- Should staff require further advice and guidance emails to HR will be responded to during closure period as quickly as possible – a reminder of key contact details for staff is attached.
- Managers will maintain a log of attendance during closure period for updating on return to work
- An essential skeleton Payroll service will continue and pay will not be disrupted. The process for submitting claims via the VTS system will remain the same during a closure period. Please remain in contact with your local Administrator in the usual way to ensure the system continues to run smoothly

- Please follow this link for some advice and guidance on looking after your mental health whilst working from home and some top tips:

<https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>

<https://www.bbc.co.uk/news/business-51868894>

- Here is a reminder of how to log into the Employee Assistance Portal during this unusual time should you need any further support:



Username: ESCG  
Password: Support

- Further details on the Employee Assistance Programme are also attached.