


UN3012 1 of 3 23 March 2021	Electronic Staff Record Programme USER NOTICE	
Title	Guidance on recording COVID-19 sickness beyond 365 days	
Purpose	To provide guidance to all ESR Organisations on how to record COVID-19 sickness payments lasting longer than 365 days	
Intended Audience	ESR Payroll and HR Users	

SUBJECT

Guidance on recording COVID-19 sickness that extends beyond 365 days in relation to the information published on NHS Employers website: <https://www.nhsemployers.org/covid19>

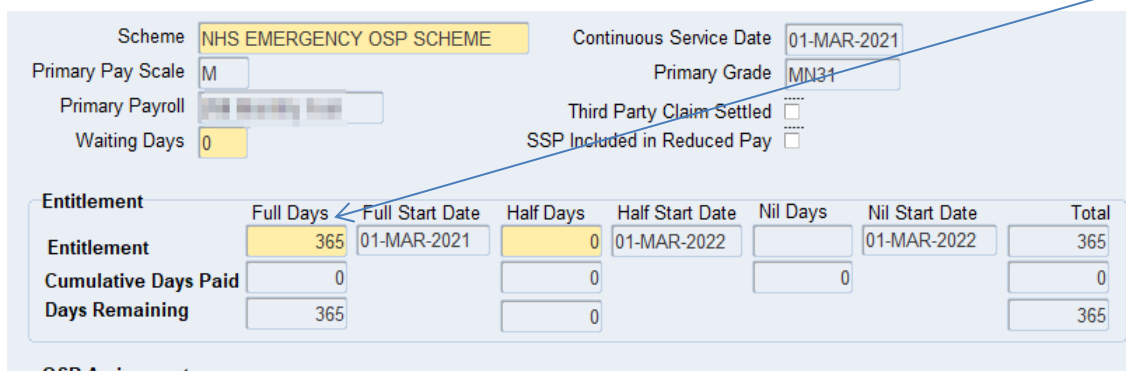
DETAIL

Currently the above guidance advises that full pay will be due for all COVID-19 related sickness and that pay should be as if the employee had been at work. Organisations may have employees who are on long term sick leave suffering with coronavirus that is now taking their entitlement beyond 365 days.

The NHS Emergency OSP Scheme was introduced to allow COVID-19 sickness to be paid at full pay for a period of 365 days without any consideration for previous non-COVID sickness or length of service entitlement. When this entitlement has been exhausted the system will automatically place the individual into a no pay situation.

To prevent this from happening it will be necessary for users to manually override the Entitlement field in the OSP screen to enable full pay to continue. This can be done by using the OSP button from the main Absence screen.


When in the screen the Full Days entitlement can be amended in the Entitlement field:



The screenshot shows the 'NHS EMERGENCY OSP SCHEME' screen. The 'Entitlement' section is highlighted, showing a table with the following data:

Entitlement	Full Days	Full Start Date	Half Days	Half Start Date	Nil Days	Nil Start Date	Total
Entitlement	365	01-MAR-2021	0	01-MAR-2022		01-MAR-2022	365
Cumulative Days Paid	0		0		0		0
Days Remaining	365		0				365

Other fields visible include: Scheme (NHS EMERGENCY OSP SCHEME), Continuous Service Date (01-MAR-2021), Primary Pay Scale (M), Primary Grade (MN31), Primary Payroll, Waiting Days (0), Third Party Claim Settled (checkbox), and SSP Included in Reduced Pay (checkbox).

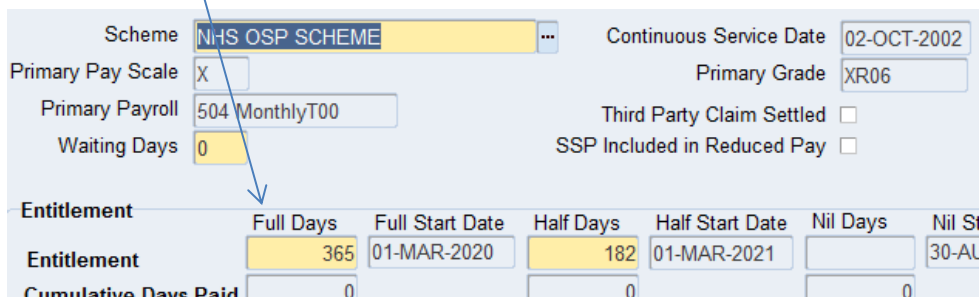
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We would like to remind users that this scheme should be used along with the COVID-19 Related Reason for all COVID sickness.

Where COVID sickness has been recorded using the standard NHS OSP Scheme, and the Related Reason of COVID-19 has been used, previous non-COVID sickness will not be taken into consideration. Users need to remember that this scheme looks at length of service and where the relevant full pay entitlement has been reached, will move the employee into half pay regardless of the reason recorded.

Where an employee is in a position that their sickness pay may be reduced due to their entitlement, organisations can also override this by using the OSP button on the main Absence screen.


When in the screen the Full Days entitlement can be amended in the Entitlement field as shown below:



Scheme	NHS OSP SCHEME		Continuous Service Date	02-OCT-2002		
Primary Pay Scale	X		Primary Grade	XR06		
Primary Payroll	504 MonthlyT00		Third Party Claim Settled	<input type="checkbox"/>		
Waiting Days	0		SSP Included in Reduced Pay	<input type="checkbox"/>		
Entitlement	Full Days	Full Start Date	Half Days	Half Start Date	Nil Days	Nil St
Entitlement	365	01-MAR-2020	182	01-MAR-2021		30-AL
Cumulative Days Paid	0		0		0	

Use of the sickness reports for staff approaching half pay can help with identifying affected employees.

Where employees would receive enhancements etc. if they had been at work, it will be up to the organisation to determine whether a locally agreed average reference period or payment of actual allowances is to be made.

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ACTION REQUIRED

Users are advised to check which sickness scheme has been used for COVID-19 sickness, and where an employee's entitlement is taking or about to take them into half or no pay, the Full Days entitlement should be amended to prevent loss of pay.

FURTHER INFORMATION

None

NEXT UPDATE

None