

UN3179 1 of 2 7 <sup>th</sup> JULY 2022	Electronic Staff Record Programme USER NOTICE	
<b>Title</b>	Guidance on managing the withdrawal of temporary sick pay arrangements for COVID-19 absence	
<b>Purpose</b>	To advise all ESR Organisations on how to manage COVID-19 sickness following the withdrawal of the temporary arrangements	
<b>Intended Audience</b>	All Payroll and HR Users	

## SUBJECT

Guidance on how to manage sickness payments for COVID-19 absence following the withdrawal of the temporary arrangements.

## DETAIL

In line with the recent communications from NHS Employers, the temporary arrangements for sickness absence for COVID-19 are to be withdrawn and the standard NHS Terms & Conditions will resume.

There will be a phased approach to the withdrawal and the following information advises how this should be managed in ESR.

### 1. New period of sickness absence for COVID-19 effective on or after 7<sup>th</sup> July 2022

For any new periods of COVID-19 sickness starting on or after 7<sup>th</sup> July 2022, sickness should be entered using the standard NHS OSP sickness scheme. To ensure that absences relating to COVID can continue to be reported on, the related reason **Coronavirus (COVID-19) – Test and Trace Contact** must be used.

No other related reason should be used as this may lead to incorrect payments.

### 2. Existing period of COVID-19 sickness that commenced prior to 7<sup>th</sup> July 2022

There is a transitional period for any COVID-19 sickness that commenced prior to the 7<sup>th</sup> July 2022, which ends on the 31<sup>st</sup> August 2022.

Any absence being recorded using either the NHS Emergency OSP Scheme or the NHS OSP Scheme will need to be ended on the 31<sup>st</sup> August 2022. If the employee remains absent, then a new absence will need to be created using the NHS OSP Scheme.

Users are able to identify absences recorded using the NHS Emergency OSP Scheme via the Scheme Name field within the Detail page of the NHS Absence Dashboard in ESRBI.

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It is not advisable to amend any existing COVID-19 sickness as this will result in retro processes amending the absence back to when it first commenced, and may lead to incorrect adjustments being applied along with extended run times for the retro processing.

Note - Where entitlement allowances have been overridden, these will need to be reviewed and where required, will need to be amended on any new absence created within the rolling 12-month period.

### **ACTION REQUIRED**

Where absence is recorded via Self Service or 3<sup>rd</sup> party rostering systems, Organisations should ensure that managers are aware of the changes to the sickness arrangements and how the absence should be recorded in line with the above information.

### **FURTHER INFORMATION**

Organisations should consider the implications on reporting, especially when referencing absence duration to identify long-term sickness or Long Covid.

### **NEXT UPDATE**

A further update will be provided in August 2022.