


UN3201 1 of 3 25 <sup>th</sup> August 2022	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Update on managing the withdrawal of temporary sick pay arrangements for COVID-19 absence for English Organisations	
<b>Purpose</b>	To advise English ESR Organisations on how to manage COVID-19 sickness following the withdrawal of the temporary arrangements on the 31 <sup>st</sup> August 2022	
<b>Intended Audience</b>	All English Payroll and HR Users	

## SUBJECT

Guidance for English Organisations on how to manage sickness payments for COVID-19 absence following the withdrawal of the temporary arrangements on the 31<sup>st</sup> August 2022.

## DETAIL

In line with the communications from NHS Employers, the temporary arrangements for sickness absence for COVID-19 are to be withdrawn on the 31<sup>st</sup> August 2022 and the standard NHS Terms & Conditions will resume. Further details can be found on NHS Employers website by clicking on the following link: [COVID-19 terms and conditions workforce guidance withdrawal | NHS Employers](#)

### Sickness

UN3179 advised of the phased approach that has been applied to the withdrawal, that came into effect from the 7<sup>th</sup> July 2022. This included a transitional period for absences due to COVID-19 that had begun prior to the 7<sup>th</sup> July 2022.


The transitional period ends on the 31<sup>st</sup> August 2022 and all COVID-19 sickness from the 1<sup>st</sup> September 2022 should revert to the standard NHS Terms & Conditions.

Any COVID-19 sickness absence that commenced prior to the 7<sup>th</sup> July 2022, that is currently being recorded using either the NHS Emergency OSP Scheme or the NHS OSP Scheme along with the Coronavirus (COVID-19) related reason, 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.

To enable national and local reporting to continue, the Department of Health & Social Care require the related reason of **Coronavirus (COVID-19) – Test and Trace Contact** to be recorded against any COVID-19 sickness.

---

NOT PROTECTIVELY MARKED

UN3201 2 of 3 25 <sup>th</sup> August 2022	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Update on managing the withdrawal of temporary sick pay arrangements for COVID-19 absence for English Organisations	
<b>Purpose</b>	To advise English ESR Organisations on how to manage COVID-19 sickness following the withdrawal of the temporary arrangements on the 31 <sup>st</sup> August 2022	
<b>Intended Audience</b>	All English Payroll and HR Users	

The standard Coronavirus (COVID-19) related reason should not be used, as this pays AfC Average pay for sickness where applicable and prevents the absence period from being included in sickness entitlements.

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.

### **Self-Isolation**

In circumstances where members of staff who are not ill are required to stay away from work to reduce the potential spread of infection, the absence should not be classed as Sickness. The use of alternative absence types such as 'Special Leave' and options such as 'Medical Suspension' or 'Infection Precaution' would be deemed more appropriate.

Where it is known that a non-sickness absence is related to COVID-19 then this should also be recorded using the 'Related Reason' field in the same way that it would be for a sickness related absence. Any of the available reasons relating to COVID-19 can be used to enable appropriate reporting. Further details can be found in User Notices UN2864 and UN2915.


### **ACTION REQUIRED**

A review of absences should be undertaken and any existing COVID-19 sickness that commenced prior to the 7<sup>th</sup> July 2022, should be ended and the steps detailed above followed.

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.

---

NOT PROTECTIVELY MARKED

UN3201 3 of 3 25 <sup>th</sup> August 2022	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Update on managing the withdrawal of temporary sick pay arrangements for COVID-19 absence for English Organisations	
<b>Purpose</b>	To advise English ESR Organisations on how to manage COVID-19 sickness following the withdrawal of the temporary arrangements on the 31 <sup>st</sup> August 2022	
<b>Intended Audience</b>	All English Payroll and HR Users	

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**

None