

ENTERING ABSENCES IN MYVIEW (RELATING TO COVID19)

Reason why you are unable to work	Code to select in MyView
<p>You are sick and showing signs of COVID19</p> <p>You will be paid in accordance with your sickness policy. If you are unsure as to when you are likely to return to work then enter your absence as 'open ended'. Remember to enter end date when you return.</p>	<p>(Sickness) COVID-19-Confirmed (you have been tested and the result is positive)</p> <p>(Sickness) COVID19-Unconfirmed</p>
<p>You live with someone who is showing symptoms.</p> <p><u>TEACHERS ONLY (including Central Employed Teachers):-</u> You live with someone who is showing symptoms.</p>	<p>(Paid Leave) COVID-19-Household Member Symptoms</p> <p>(Sick Leave) COVID-19—Self Isolation</p>
<p>You are unable to work due to your child or dependent self isolating.</p> <p>For example: Your child has been sent home from school as a child they have been in contact with has tested positive. Your child is not showing symptoms but is required to self isolate.</p>	<p>(Paid Leave) COVID-19—Childcare/Dependent Self Isolating</p>
<p>You are unable to work as you have been sent home due to someone you work with within your 'bubble' or work environment has tested positive or is showing symptoms.</p>	<p>(Paid Leave) COVID-19—Bubble Self Isolating</p>
<p>You do not have any childcare or you do not have care arrangements in place for dependents.</p> <p>For Example: There is no childcare available as a result of restrictions (e.g family members, not within a support bubble, cannot provide care as unable to mix households).</p>	<p>(Paid Leave) COVID-19-Self-Dependent/Childcare</p>
<p>You need to self isolate because you have been contacted as part of the Test and Trace campaign.</p>	<p>(Paid Leave) COVID-19-Self Isolation (Test and Trace)</p>

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<p>You need to self isolate for 14 days due to yourself or a member of your household being admitted to hospital for treatment. This includes day admissions.</p>	<p>(Paid Leave) COVID-19-Self– Pre Hospital Admission COVID-19-Household - Pre Hospital Admissions</p>
<p>The following absence reasons should only be used when instructed to self isolate following local or national lockdown. Please double check with Human Resources if you need clarification.</p>	
<p>You are Extremely Vulnerable (you will have received a letter confirming this from the government). You need to enter your period of leave up until the recommended date from the government.</p>	<p>(Paid Leave) COVID-19-Self-Extremely Vulnerable</p>
<p>You are over 70 You have a Health Reason (does not fall under the extremely vulnerable category) You are Pregnant (need to enter your period of leave up until your maternity leave commences, unless you return to work in the meantime)</p>	<p>(Paid Leave) COVID-19-Self Vulnerable (+70) (Paid Leave) COVID-19-Self-Vulnerable (Health) (Paid Leave) COVID-19-Self-Vulnerable (Pregnant)</p>
<p>You live within someone who falls under one of the main categories (Extremely Vulnerable or Vulnerable) .</p>	<p>(Paid Leave) COVID-19-Household member Ext Vulnerable (Paid Leave) COVID-19-Household member Vulnerable</p>