



## CORONAVIRUS ABSENCE OPTIONS

Scenario	Options
Worker is sick	Sick leave and SSP or contractual sick pay
Worker is not sick but must care for someone who is sick or where care arrangements have broken down (e.g. because school or childcare is closed)	Work from home (if workplace arrangements permit) Normal rules for time off for dependants i.e. if goes on for more than, say, 2 days then try to agree something else e.g. annual leave
Worker is not sick but refuses to come to work because of risk of infection	If no real risk of infection at work, unauthorised absence with no pay Potential disciplinary action (Beware mental health issues)
Worker is not sick but cannot attend workplace because of restrictions on transport especially public transport	Authorised absence with no pay Work from home (if workplace arrangements permit) Sick leave and SSP or contractual sick pay Agree/enforce annual leave
Worker is not sick but is quarantined by health authorities in government facility	Authorised absence with no pay Work from quarantine (if workplace arrangements permit) Sick leave and SSP or contractual sick pay Agree/enforce annual leave
Worker is not sick but has self-isolated due to Government guidance	Authorised absence with no pay Work from home (if workplace arrangements permit) Sick leave and SSP or contractual sick pay Agree/enforce annual leave
Worker is not sick, but employer requires worker to stay away as a precautionary measure	Suspension on full pay unless contractual provisions provide otherwise Work from home (if workplace arrangements permit) Agree/enforce annual leave
Employer temporarily closes workplace	Lay off with statutory guarantee pay if contract allows Lay off with full pay if no contractual right to reduce pay Where no provision currently exists, attempt to agree variation to contract to include lay off with statutory guarantee pay Agree/enforce annual leave