**Absence management policy**

**The absence management policy remains in place with the additional requirements:**

**Exclusion periods:** Any staff member with symptoms of corona virus will be asked to follow government isolation guidelines, which set out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have Coronavirus (COVID-19):

Staff members are asked to send in an isolation note as proof to stay off work because of coronavirus rather than a GP note. These are available from <https://111.nhs.uk/isolation-note/>

Staff should also not attend if they have symptoms or are self-isolating due to symptoms in their household.

**Return to work:** All staff will be asked to complete a health declaration form on their return to work and after any episodes of illness to state that they are now fit and well, have no other symptoms and have isolated for the timescales set by the Government.

Clinically extremely vulnerable staff are advised not to attend the workplace. Clinically extremely vulnerable are those identified through a letter from the NHS or a specialist doctor, and are advised to shield. Staff should talk to the manager about how they will be supported, including working from home.

Clinically vulnerable individuals can continue to attend the setting, where it is not possible to work from home. While at the setting they should follow the sector-specific measures in this guidance and in the system of controls, to minimise the risks of transmission.

People who live with those who are clinically vulnerable or clinically extremely vulnerable, can attend the setting but should ensure they maintain good prevention practice in the setting and at home.

**Annual leave**: All annual leave including any not taken in holiday period 2019/20 will be documented in the usual way and discussed at supervisions as to when this can be taken, following government and HR guidelines.

**Coronavirus Job Retention Scheme (CJRS):** Where applicable, discussion will take place individually with staff that have been furloughed, about when they will return in line with the business needs. Some staff may return on the flexible furlough scheme until the end of April 2021. When the scheme is currently planned to end.

[**https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme**](https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme)

**Where applicable, individual discussions will take place with any staff affected by this scheme.**