

# Absences during COVID-19

The following information applies to all employees of Valence School and it is the responsibility of each employee to inform the HR department of changes in categories below either by phoning a DSL or via email [covid19@valence.kent.sch.uk](mailto:covid19@valence.kent.sch.uk) (Casual workers should contact HR for information on their entitlements).

## Status Guidance

**CATEGORY 1. Employee is not in any other category and continues to work (either by attending the school site, providing outreach on behalf of the school, or remotely as directed by line manager).**

Employee will be paid as normal. No absence needs to be recorded but the member of staff must remain in contact with line manager and provide a weekly update on status.

**CATEGORY 2. Employee unable to work because department has closed and working from home/outreach not possible.**

Employee will be paid as normal. No absence needs to be recorded but the member of staff must remain in contact with line manager and provide a weekly update on status.

**CATEGORY 3. Sick (including suspected COVID-19)**

Use sick leave entitlement. Report absence on first day of absence via email [covid19@valence.kent.sch.uk](mailto:covid19@valence.kent.sch.uk)

**CATEGORY 4. Employee has persistent cough and/or high temp but feels ok to work = self-isolate for 7 days.**

Work from home if possible. If not able to work from home, employee will still be paid as normal. If living with others, household will need to isolate themselves for 14 days. If employee becomes unwell, they will need to report sick. Report absence via email [covid19@valence.kent.sch.uk](mailto:covid19@valence.kent.sch.uk)

**CATEGORY 5. Member of employee's household has persistent cough and/or high temp = self-isolate for 14 days.**

Work from home if possible. If employee gets sick with COVID-19 symptoms during 14-day household isolation, then isolate for 7 days. If not able to work from home, employee will still be paid as normal. Report absence via email [covid19@valence.kent.sch.uk](mailto:covid19@valence.kent.sch.uk)

**CATEGORY 6. Employee has underlying health condition and/or is pregnant (see PHE guidance)**

Work from home if possible. If not possible, employee will be expected to come to work, if needed, and practice social distancing and manager will need to ensure a safe working environment. If this can't be achieved, the employee should stay at home and will be paid as normal. Report absence via email [covid19@valence.kent.sch.uk](mailto:covid19@valence.kent.sch.uk)

**CATEGORY 7. Employee has complex health issues and is high risk (see PHE guidance) Stay at home.**

Work from home if possible. If not, will still be paid as normal. Report absence via email [covid19@valence.kent.sch.uk](mailto:covid19@valence.kent.sch.uk)

**CATEGORY 8. Employee lives with someone with an underlying health condition**

Work from home if possible. If not possible, employee will be expected to come to work, if needed, and practice social distancing as much as practicable or take holiday and/or unpaid leave.

**CATEGORY 9. Employee working from home but isn't required to self-isolate**

Discuss and agree arrangement with line manager. Paid as normal. No absence needs to be recorded.

**CATEGORY 10. Employee must look after dependent child because of school closures**

Domestic Leave to be agreed depending on individual circumstance. Employee may need to take holiday and/or unpaid leave. Employee should discuss flexible working arrangements with senior manager, such as changing days/hours of work, to work around childcare arrangements. Report absence via email [covid19@valence.kent.sch.uk](mailto:covid19@valence.kent.sch.uk)