



## **Circular 01/20 – COVID-19 – Guidance on Paid Leave for Lecturing and Support Staff**

This Circular provides guidance on paid leave and special leave related to COVID-19 for lecturing and support staff including those on temporary/fixed term contracts or hourly paid contracts.

### **Self Isolation**

Employees who have followed NHS guidance and have self-isolated as they have coronavirus symptoms or following medical advice, should arrange with their manager to work from home if this is practical and employee is well enough.

Employees who have followed NHS guidance and have self-isolated and are unable to work from home will be granted paid leave. Employees will be entitled to payment as if at work in these circumstances

### **Absence**

Absence for symptoms consistent with COVID-19 and confirmed cases will be treated as special leave and not offset against sickness entitlement.

Where staff can work remotely, they should do so. Where this is not possible due to the nature of their work or caring responsibilities, then paid special leave will be granted.

Where the college is required to close, or staff cannot attend due to caring responsibilities as a result of school closures etc, special leave provisions should also apply.

In line with Government advice on sick pay, we advise that employers follow government guidance on necessary documentation as the basis of medical evidence for a period of absence where an employee is advised to stay at home due to suspected COVID-19.

Employees should follow local arrangements for keeping in touch while self-isolating and for sickness absence reporting.

### **Contracted Staff**

Discussions continue around contracted staff and further guidance will follow.

If any clarification is sought, this should be directed to the Joint Secretaries, [heather.stevenson@collegesscotland.ac.uk](mailto:heather.stevenson@collegesscotland.ac.uk), [dshepherd@eis.org.uk](mailto:dshepherd@eis.org.uk) and [j.gallacher@unison.co.uk](mailto:j.gallacher@unison.co.uk).

A joint response will be provided to all points of clarification.

NJNC Joint Secretaries

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