Absence started before 7th July 2022

Absence started on or after 7th July 2022

Record as:

Sickness > COVID-19 Confirmed Covid (PCR or LFT)

Working from Home

Not working from Home

Record as:

Working Day > COVID-19 Working from Home - Confirmed Covid

Working from Home

Too unwell to work

Well enough to work but manager unable to find them work to do from home

Record as:

Working Day > COVID-19 Working from Home - Confirmed Covid

Record as:

Sickness > COVID-19 Confirmed Covid (use from 7/7/22)

Record as:

Other Leave > COVID-19 Confirmed Covid Asymptomatic

Member of staff has tested positive