



From mountain to sea

User Guidance

Notification of Covid-19 Paid Leave (v2 25/03/20)

Introduction

Employees will continue to receive their normal pay where their place of work has been closed, or they are self-isolating, social distancing, caring for dependents or have been diagnosed with Covid-19.

The recording of periods of self-isolation, shielding/social distancing (due to underlying health issues, pregnancy or being over 70), caring for dependents and diagnosis of Covid-19 (where formal confirmation has been received) will assist the Council in managing the potential redeployment of staff to service areas where there is increased demand and/or high levels of absence. Key to this will be identifying staff who cannot be considered for redeployment due to falling into one of the above categories.

It will also highlight 'pressure points' that are emerging due to staff being unable to undertake their normal duties, particularly those in front line services.

Employees who are homeworking whilst self-isolating, shielding/social distancing, caring for dependents or diagnosed with Covid-19 **should be recorded** using one of the following Paid Special Leave reasons:

Additional Reason	Expected End Date (from start date)
Self-isolating – 7 days	7 days
Self-isolating – 14 days	14 days
Shielding/Social Distancing (aged 70 & over) – 12 weeks	84 days (12 weeks)
Shielding/Social Distancing (underlying health condition or pregnant) – 12 weeks	84 days (12 weeks)
Caring for Dependents	Variable
Diagnosed with Covid-19	Refer to NHS/GP confirmation

A paid leave notification **does not** need to be submitted where an employee is shielding/social distancing, i.e. working from home, for any reason other than those detailed above.

The remainder of this document will explain how to submit a paid leave notification through Employee Self-Service (ESS), People Manager (PM) or iTrent respectively.

If you do not have access to ESS, PM or iTrent, a Covid-19 recording form is available from this [link](#).



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Notification via ESS (employee notification)

Please note – the following staff groups do not currently have access to the Paid Special Leave functionality within ESS and should use the [Covid-19 recording form](#) instead:

- Non-networked employees, i.e. those without @aberdeenshire.gov.uk email addresses, who **have not** entered a personal email address into their ESS account
- Employees within Education – this includes both Teaching and Local Government employees.

The existing Paid Special Leave request process should be used to submit a Covid-19 Paid Leave notification through ESS. Additional Covid-19 categories are now available to select from within the 'Absence reason' drop-down list.

If the end date is unknown at this stage, enter the anticipated end date and this can be amended at a later date by the line manager, administrative staff with access to iTrent or by logging a request through askHR.

Full guidance on recording Paid Special Leave in ESS can be found here [Input Paid Special Leave \(ESS\)](#)

End of Absence Notification

In advance of your return from Covid-19 paid leave please contact your line manager, or as otherwise advised by your service, to discuss return to work arrangements.

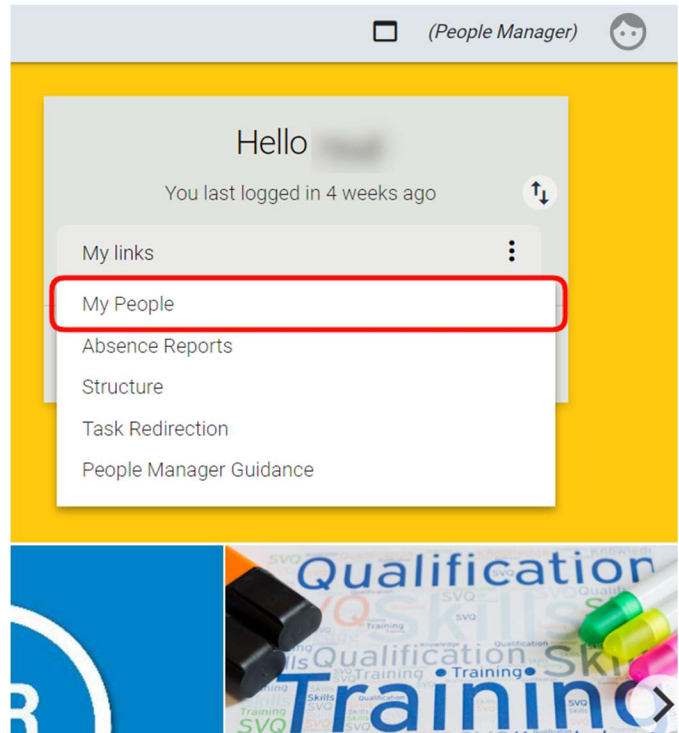


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Notification via PM (manager notification)

Log into People Manager (askHR > I am a line manager > view: my team details).

Select 'My People' from the 'My Links' drop-down on the homepage:





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Select the relevant employee from the menu on the left-side of the page, click on the 'Absence' button at the bottom of the main page and then the 'Add New Paid Leave (Covid-19)' link.

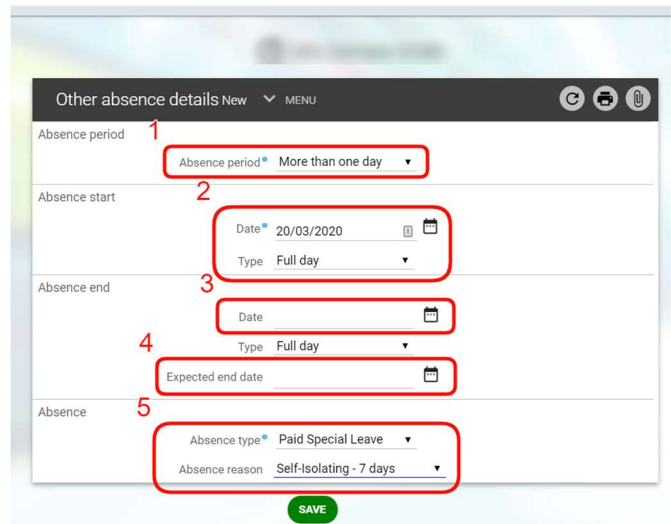
The screenshot displays a user interface for managing employee absences. At the top, there are two panels: 'Personal' and 'Employment'. Below these is a 'Calendar' section showing a date range from 19 Mar to 01 Apr 2020. The main navigation area features a 'LINKS' section with buttons for 'Personal', 'Employment', 'Absence', 'Travel & Subsistence', 'Timesheets', and 'Reviews'. The 'Absence' button is highlighted with a red box. Below the navigation, there is a grid of links for adding and viewing various types of absences. The 'Add New Paid Leave (Covid-19)' link is also highlighted with a red box.

LINKS		
> Personal	> Employment	∨ Absence
> Travel & Subsistence	> Timesheets	> Reviews
> Reports		
☰ ☰		
Add New Paid Leave (Covid-19)	Add New Sickness Absence	Sickness Absence List
Sickness Certification	Paid Special Leave Absence List	Maternity Absence List
Paternity Absence List	Adoption Absence List	

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Complete the 'Other absence details' form that opens and click the 'Save' button to record paid leave.

- 1) Choose the relevant period (Part day, Full day or More than one day).
- 2) The 'Absence start' date is the first day of the Covid-19 paid leave period.
- 3) The 'Absence end' date can be entered if known, otherwise left blank.
- 4) 'Expected end date' can be used if a tentative end date is known.
- 5) Select the 'Absence type' of Paid Special Leave and then choose the appropriate option from the 'Absence reason' drop-down list.



The screenshot shows the 'Other absence details' form with the following fields and values:

- Absence period:** More than one day (highlighted with a red box and number 1)
- Absence start:** Date: 20/03/2020, Type: Full day (highlighted with a red box and number 2)
- Absence end:** Date: (empty), Type: Full day (highlighted with a red box and number 3)
- Expected end date:** (empty) (highlighted with a red box and number 4)
- Absence:** Absence type: Paid Special Leave, Absence reason: Self-Isolating - 7 days (highlighted with a red box and number 5)

A green 'SAVE' button is located at the bottom of the form.

Please note - you can only record Covid-19 related Paid Special Leave in People Manager. All other Paid Special Leave must be recorded by the employee through their Employee Self Service account.

End of Absence Notification

On the employee's return from Covid-19 paid leave please review the absence details within People Manager and adjust the 'Absence end' date if required by overwriting the existing value and clicking the 'Save' button.



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Notification via iTrent (admin notification)

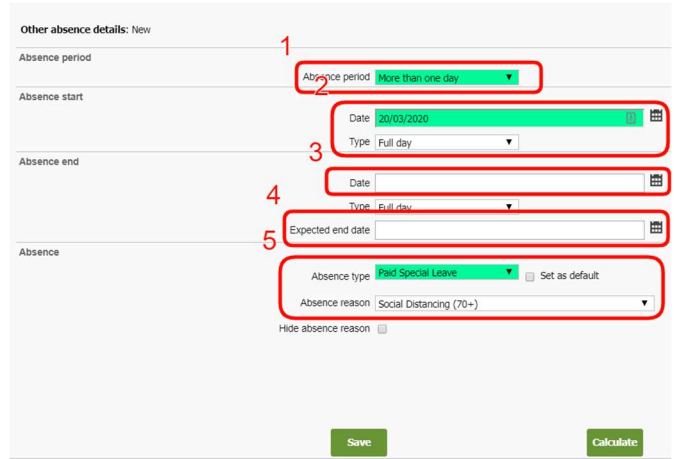
Log into iTrent through the relevant Service User (SU) role and from the 'Links' screen on the homepage select 'Enter New Paid Special Leave'.

Bookmarks	Employee Details	Org Unit Details
Links	<ul style="list-style-type: none"> Employee Name Address Details Contact Details NI Number Date of Birth Next of Kin Details Emergency Contact Details GTCS No GTCS No (from EMIS) 	<ul style="list-style-type: none"> Org Unit Details Organisation Explorer
Out of office (0)		Absence Details
To do list (0)		<ul style="list-style-type: none"> View Sickness Absence Details Enter New Sickness Absence View Special Leave Details Enter New Paid Special Leave View Maternity Leave Details View Paternity Leave Details View Adoption Absence Details
Processes (0)		Reports
Messages	Employment Details	<ul style="list-style-type: none"> Absence Reports People Reports Structure Reports
User settings	<ul style="list-style-type: none"> Employee Job Details Employee Hours and Basis Employee Salary and Grade Details 	
Employee	<ul style="list-style-type: none"> Continuous Service Date Fixed Term Contract Details Input EAR Details View EAR Details Employee Job History 	
Hide Home page	Post Details	
	<ul style="list-style-type: none"> Post Details Post Hours & Basis Post Grade Details Post Terms & Conditions Disclosure Scotland Reason 	

Locate the relevant employee using the search function and complete the 'Other absence details' form that will appear on-screen. The new Covid-19 categories are available to select from within the 'Absence reason' drop-down list.

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- 1) Choose the relevant period (Part day, Full day or More than one).
- 2) The 'Absence start' date is the first day of the Covid-19 paid leave period.
- 3) The 'Absence end' date can be entered if known, otherwise left blank.
- 4) 'Expected end date' can be used if a tentative end date is known.
- 5) Select the 'Absence type' of Paid Special Leave and then choose the appropriate option from the 'Absence reason' drop-down list.



The screenshot shows the 'Other absence details: New' form. The fields are as follows:

- Absence period:** A dropdown menu with 'More than one day' selected. (Numbered 1)
- Absence start:** A date field with '20/03/2020' entered, a 'Type' dropdown with 'Full day' selected, and a calendar icon. (Numbered 2)
- Absence end:** A date field, a 'Type' dropdown with 'Full day' selected, and a calendar icon. (Numbered 3)
- Expected end date:** A date field with a calendar icon. (Numbered 4)
- Absence:** An 'Absence type' dropdown with 'Paid Special Leave' selected, a 'Set as default' checkbox, an 'Absence reason' dropdown with 'Social Distancing (70+)' selected, and a 'Hide absence reason' checkbox. (Numbered 5)

At the bottom of the form are 'Save' and 'Calculate' buttons.

End of Absence Notification

On the employee's return from Covid-19 paid leave please review the absence details within iTrent and adjust the 'Absence end' date if required by overwriting the existing value and clicking the 'Save' button.