

Updated 31 March 2020

General Q&A as we work virtually

I did not use all my 2019 annual leave. What are my options?

As communicated on Monday 23 March, any unused leave for 2019 will now expire.

My planned holiday has been disrupted. What should I do?

We understand holiday plans may be disrupted and there is likely to be a great deal of ongoing uncertainty. Although at present movements are restricted for many colleagues globally, you may still wish to take holiday leave from work and disconnect from work, we encourage you to take your annual leave during the planned period where you wish to do so.

Remember annual leave is not just for when you want to go abroad or visit somewhere else, it is an essential break from work.

If you do wish to remain on annual leave then you need take no action. It is important that we all still have some downtime with no requirement to log on and we anticipate that people will utilise some annual leave during this period.

If you do decide to cancel planned leave (and remain working from home) then please cancel your leave in the normal way and notify your Manager that you will now be working.

What is happening with the annual compensation process of base salary review and discretionary performance bonus payments?

There is a plan in place to ensure payroll is processed and HR are finalising the approach to advise employees of their bonus and salary awards; these will be communicated early April