LLOYD'S

COVID-19: recording sickness absence

How to record sickness absence which may be related to Coronavirus

I am experiencing minor symptoms which may relate to Coronavirus. I am required to self-isolate as per guidance from the government. I feel well enough to work. What are my options?

You should continue to work from home as per our current guidance, and until further notice. You do not need to record any absence in this case. If the position changes and you feel unwell then you should log sickness absence as above.

I am experiencing symptoms of Coronavirus and am self-isolating. I am unable to work in any capacity. How should I record my absence?

You should log your sickness absence in the normal way as set out in our policy (notifying your Manager in any event and record via MyHR for UK employees and locally for all other employees). Reason for absence should be recorded as

'Coronavirus: suspected case'.

I have been tested for coronavirus and have a confirmed case. I am unable to work in any capacity. How should I record my absence?

Please record your reason for absence as

'Coronavirus: confirmed case'.

I have recovered from either suspected or confirmed Coronavirus but am now absent from work due to another medical condition which is unrelated. How should I record my absence?

You should treat this as two separate periods of absence to enable us to clearly record the impact on absences as a result of COVID-19. Please record your reason for continued absence from the drop-down options available on MyHR, or notify your Manager for local recording outside the UK.

I am not sick but am caring for someone else who is. What are my options?

This is not a sickness absence, please refer to the 'managing childcare and caring responsibilities' guide to requesting special leave.