

# CITY OF WOLVERHAMPTON COUNCIL

## Guidance on for recording sickness absence under our locally agreed enhanced PCR requirements in Schools

Employee phones in to say they are too unwell to be in work or it has been determined by the School Leader that they look too unwell to remain at work

### Take the following actions:

- Make a note of symptoms and start date of absence
- Advise not to attend school until agreed
- Advise to undertake a PCR test
- **Record absence on Agresso/Payroll but the reasons for absence might have to be amended at a later date as per below**

Advise employee to notify you as soon as they feel better and ready to return to work to discuss the appropriate return or as soon as they receive the PCR result, which ever the sooner

If the employee feels better but is waiting for PCR result, make a note of the 'fit date', ask them not to come in and to call back as soon as PCR result come through

Consider result of PCR test and take the following actions, incl where PCR Test has not been done:

### PCR test carried out: Negative result:

- Record the period of time off **due to being unwell under** appropriate reason for absence (ie not covid related)
- **Record any additional time off due to waiting for outcome of PCR test** as Covid related

Employee can return to work immediately if they are feeling better

### PCR test carried out: Positive result:

- Record time off as **Covid related** and follow the appropriate period of isolation

### PCR test not carried out

Ask employee to notify of when they are feeling better, and apply the 48 hrs wait period from that point

- Record the period of time off **due to being unwell under** appropriate reason for absence (ie not covid related)
- **Record time off due to waiting 48hrs** as Covid related