


UN2946 1 of 2 21 Sept 20	Electronic Staff Record Programme USER NOTICE	
Title	Guidance on recording COVID-19 sickness	
Purpose	To remind all ESR Organisations of how to record COVID-19 sickness payments	
Intended Audience	ESR Payroll and HR Users	

SUBJECT

Guidance on recording COVID-19 sickness in relation to the information published on NHS Employers website: <https://www.nhsemployers.org/covid19>

DETAIL

Currently the above guidance advises that full pay will be due for all COVID-19 related sickness and that pay should be as if the employee had been at work.


In the Guide to Enhancements for Release 46.1.1.0 at the beginning of July, the NHS Emergency OSP Scheme was introduced. This scheme allows COVID-19 sickness to be paid at full pay for a period of 365 days without any consideration for previous non-COVID sickness or length of service entitlement.

We would like to remind users that this scheme should be used along with the COVID-19 Related Reason for all COVID sickness. Users should be aware that the 365 days entitlement can be overridden locally and extended should there be a need in the future.

Where COVID sickness has been recorded using the standard NHS OSP Scheme, and the Related Reason of COVID-19 has been used, previous non-COVID sickness will not be taken into consideration. Users need to remember that this scheme does look at length of service and where the relevant full pay entitlement has been reached, will move the employee into half pay regardless of the reason recorded.

Where an employee is in a position that their sickness pay may be reduced due to their entitlement, organisations can override this by using the OSP button on the main Absence screen.

When in the screen the full pay entitlement can be amended in the Entitlement field as shown below:

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Scheme	NHS OSP SCHEME	Continuous Service Date	02-OCT-2002			
Primary Pay Scale	X	Primary Grade	XR06			
Primary Payroll	504 MonthlyT00	Third Party Claim Settled	<input type="checkbox"/>			
Waiting Days	0	SSP Included in Reduced Pay	<input type="checkbox"/>			
Entitlement						
	Full Days	Full Start Date	Half Days	Half Start Date	Nil Days	Nil St
Entitlement	365	01-MAR-2020	182	01-MAR-2021		30-AL
Cumulative Days Paid	0		0		0	

Use of the sickness reports for staff approaching half pay can help with identifying affected employees.

Where employees would receive enhancements etc. if they had been at work, it will be up to the organisation to determine whether a locally agreed average reference period or payment of actual allowances is to be made.

ACTION REQUIRED

Users are advised to check which sickness scheme has been used for COVID-19 sickness, and where an employee's entitlement is taking or about to take them into half pay, the Full Days entitlement should be amended to prevent loss of pay.

FURTHER INFORMATION

None

NEXT UPDATE

None