

Coronavirus colleague pay scenarios

This document is available for colleagues and managers to refer to so that there is clarity on how any colleagues impacted by the Coronavirus will be paid whilst they are away from work. This document is not an exhaustive list and there may be scenarios which arise and are not captured in this document, if this is the case please discuss your scenario in the first instance with your line manager who then may seek further advice or clarity from the relevant District or Area Manager in conjunction with advice from HR.

Please note that in certain scenarios below you may be required to provide evidence of your need to self-isolate and/or shield in order to receive Company Sick Pay or SSP payments. If evidence is submitted after the payroll has been completed, then we may need to adjust your pay to reflect any Company Sick Pay or SSP payments in the following pay period. Please refer to the Coronavirus Symptom Policy which will provide more detail on when and what evidence should be submitted.

** this symbol indicates that evidence may be required in order for Company Sick Pay or SSP payments to be made*

Coronavirus Symptoms Policy - <https://colleaguesconnect.midcounties.coop/working-here/policies/coronavirus-symptoms-policy/>

This document will be under constant review and may change dependant on government advice

Scenario #	Scenario	Will I receive Company Sick Pay if I have it available?	Food Only (Team Leaders and CSA's) – will I be paid for the first 3 days if I have Company Sick Pay available?	Will I receive SSP from day 1? (but only after 4 days of absence)	Are there other any other arrangements in place?
1	I'm self-isolating because I have Coronavirus symptoms	Yes	No	Yes	N/A
2	I'm self-isolating because I have a confirmed case of Coronavirus	Yes*	Yes*	Yes*	N/A
3	I'm self-isolating because someone in my household has Coronavirus symptoms	Yes	No	Yes	N/A
4	I'm self-isolating because someone in my household has tested positive for Coronavirus	Yes	Yes	Yes	N/A

5	I'm self-isolating because I'm in a 'bubble' with someone in a 'linked household' that has Coronavirus symptoms	Yes	No	Yes	N/A
6	I'm self-isolating because I'm in a 'bubble' with someone in a 'linked household' that has a confirmed case of Coronavirus	Yes	Yes	Yes	N/A
7	I'm self-isolating following a notification from the governments Track and Trace programme or I have been informed to self-isolate following PHE guidance.	Yes*	Yes*	Yes*	N/A
8	I am going into hospital for a scheduled operation and have been told to self-isolate before/after my operation	Yes	No	Yes	N/A
9	Someone in my household is going into hospital for a scheduled operation and the household has been told to self-isolate before/after the operation	Yes	No	No but you will receive it from day 4 if you qualify	N/A
10	My child has been sent home from school/nursery due to an outbreak of Coronavirus (but has no symptoms)	No	No	No	Treated as unpaid dependants leave or annual leave. The society will also wherever possible try to be flexible as possible with working hours to limit the financial impact on colleagues.
11	I'm in a quarantine period following a trip abroad (quarantine advice changed whilst I was abroad)	No	No	No	Up until 15 th November colleagues will be provided, if possible, with work to complete from home and will be paid their normal contracted hours. From 16 th November the quarantine period will be unpaid, or annual leave
12	I'm in a quarantine period following a trip abroad (I travelled knowing I had to quarantine on arrival)	No	No	No	Quarantine period will be unpaid, or annual leave

Coronavirus colleague pay scenarios where shielding has been re-introduced either on a regional or national level and in the scenario of localised Coronavirus restrictions

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13	I have been notified by the NHS/Governmental body that I need to resume my shielding period as I am categorised as extremely vulnerable.	Yes*	Yes*	Yes*	Colleagues who have been previously furloughed may be able to go back on furlough up until 31/10/2020. Line managers should raise this with their District/Area Manager who will liaise with their Head of HR
14	I live in a household with someone who has been notified by the NHS/Governmental body that they need to shield due to being extremely vulnerable and I have also been informed that I need to shield.	Yes*	No*	No but you will receive it from day 4 if you qualify	Colleagues who have been previously furloughed may be able to go back on furlough up until 31/10/2020. Line managers should raise this with their District/Area Manager who will liaise with their Head of HR
15	I am pregnant and have not been informed that I need to continue to shield but I am in my third trimester.	Yes*	Yes*	No but you will receive it from day 4 if you qualify	Colleagues who have been previously furloughed may be able to go back on furlough up until 31/10/2020. Line managers should raise this with their District/Area Manager who will liaise with their Head of HR

16	I am pregnant and have not been informed that I need to continue to shield and I am yet to be in my third trimester.	No	No	No	Unpaid leave or annual leave
17	I live in a household with someone who has been notified by the NHS/Governmental body that they need to shield due to being extremely vulnerable and I have not been informed that I need to shield but would like to.	No	No	No	Unpaid leave or annual leave
18	I am categorised as vulnerable and would like to shield (but have received no official communication)	No	No	No	Unpaid leave or annual leave
19	I live in a household with someone who is categorised as vulnerable and would I would like to shield to protect them (but have received no official communication)	No	No	No	Unpaid leave or annual leave
20	I have no medical condition but do not feel comfortable remaining at work and would prefer to shield	No	No	No	Unpaid leave or annual leave
21	I cannot get childcare due to restrictions on nursery/school openings	No	No	No	Unpaid leave or annual leave. The society will also wherever possible try to be flexible as possible with working hours to limit the financial impact on colleagues.
22	Due to restrictions on local lockdown it has impacted the amount of work available at my place of work.	No	No	No	If due to a local lockdown there is a temporary decrease in the work required, we will discuss this colleagues impacted and agree a solution. Colleagues that have been previously furloughed will be able to be furloughed again until 31/10/2020 and again this will be discussed if a viable option.

