

## CORONAVIRUS (COVID-19)

### GUIDANCE ON PAY AND ABSENCE MANAGEMENT FOR EDUCATION STAFF

National agreements on terms and conditions of employment for education staff ([Burgundy Book](#) for teachers/[Green Book](#) for support staff/[Red Book](#) for teachers in sixth form colleges) have sections which include provision for contact with infectious diseases. The information can be found in section 4 of the Burgundy Book, section 10 of the Green Book, and section 6 of the Red Book.

The national agreements are applicable to:

- all staff working in community schools
- staff working in academies who are subject to TUPE protections and for whom these documents are applicable.
- all staff working in academies and colleges which have adopted the national agreements

The Local Government Association has sent out [information reminding employers](#) of the provisions set out in section 4.

The provision means that staff who are covered by either the Burgundy Book, Green Book or Red Book who are suffering from the recognised symptoms of coronavirus **will be entitled to receive full pay**. It also means that any staff who have to self-isolate because a member of their household is suffering from the recognised symptoms of coronavirus and who has to self-isolate as a result **will be entitled to receive full pay**. Any staff who are in the [vulnerable groups as defined by the government](#) who need to stay at home/work from home will also **be entitled to full pay**.

The agreement also states that these **absences should not be reckoned against the employee's entitlement to sick leave** though such absences are reckonable for entitlement to Statutory Sick Pay.

We would expect all employers to adhere to these provisions where applicable (as detailed above), and we also urge employers who may not follow them to consider following these in any case, due to the extenuating circumstances caused by the coronavirus outbreak.

[Statutory sick pay](#) for any employee or period not covered, is payable from day 1 of absence rather than the normal provision of day 4.

[The Government is urging employers](#) to use discretion when it comes to requesting medical evidence of absences:

*"By law, medical evidence is not required for the first 7 days of sickness. After 7 days, employers may use their discretion around the need for medical evidence if an employee is staying at home.*

*We strongly suggest that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to stay at home either as they are unwell themselves, or live with someone who is, in accordance with the public health advice issued by the government."*

Further guidance for employers can be found on the [ACAS website](#).

ASCL Pay and Conditions Specialist | Louise Hatswell  
19 March 2020

The guidance provided in this document is for general information purposes only and does not constitute legal or professional advice. They represent ASCL's views, but you rely on them at your own risk. For specific advice relevant to your particular circumstances, please contact your employer's HR service or legal advisers.



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