

## Coronavirus (COVID-19) Reasons for Absence in e-Roster or ESR - **DO NOT** duplicate data in BOTH systems

e-Roster systems map Sickness data to ESR, some e-Roster systems also map Other Leave data

**NOTE:** Allocate HealthRoster also interfaces Related Reason wef 23-Mar-20. Health Boards to upgrade to the latest version

Employee Absence	How to Record Absence	Example	e-Rostering System		ESR		
			Absence Type	Absence Reason	Absence Type	Absence Reason	Related Reason
Sickness	Unfit for work	Employee reports being unwell with COVID-19 symptoms	Sickness	*COVID-19	Sickness	Level 1 Reason: <b>'S15 Chest and respiratory problems'</b> Level 2 Reason: <b>'S15998 Other chest and respiratory problems'</b>	Coronavirus (COVID-19)
Sickness	Unfit for work	Employee reports being unwell and has tested <b>POSITIVE</b> with COVID-19	Sickness	*COVID-19	Sickness	Level 1 Reason: <b>'S27 Infectious diseases'</b> Level 2 Reason: <b>'S27998 Other infectious disease'</b>	Coronavirus (COVID-19)
Non-Sickness	Fit but Symptomatic - able to work and working from home	Employee reports having COVID-19 symptoms, but otherwise fit for work & working from home	Special Leave or Other Leave	*COVID-19 Medical Suspension	Special Increasing Balance	Medical Suspension	Coronavirus (COVID-19)
	Fit but Symptomatic - able to work, but <b>cannot</b> work from home	Employee reports having COVID-19 symptoms, but otherwise fit for work, but <b>CANNOT</b> work from home	Special Leave or Other Leave	*COVID-19 Medical Suspension	Special Increasing Balance	Medical Suspension	Coronavirus (COVID-19)
	Fit and <b>NOT</b> Symptomatic, member of the household is symptomatic - able to work and working from home	Self-Isolating due to a member of the household with COVID-19 symptoms	Special Leave or Other Leave	*COVID-19 Infection Precaution	Special Increasing Balance	Infection Precaution	Coronavirus (COVID-19)
	Fit and <b>NOT</b> Symptomatic, member of the household is symptomatic - able to work, but <b>cannot</b> work from home	Self-Isolating due to a member of the household with COVID-19 symptoms	Special Leave or Other Leave	*COVID-19 Infection Precaution	Special Increasing Balance	Infection Precaution	Coronavirus (COVID-19)
	Pregnant	Employee is pregnant, but <b>NOT</b> on Maternity Leave	Special Leave or Other Leave	*COVID-19 Pregnancy Absence	Special Increasing Balance	Infection Precaution	Coronavirus (COVID-19)
	Identified <b>Vulnerable</b>	Employee is in a Vulnerable age group or category	Special Leave or Other Leave	*COVID-19 Vulnerable / Age	Special Increasing Balance	Infection Precaution	Coronavirus (COVID-19)
	Non related to 'Self-Isolation'. <b>Caring for dependants</b>	Employee is caring for dependants (eg school closure or caring for vulnerable adults)	Special Leave or Other Leave	*COVID-19 Emergency Leave	Special Increasing Balance	Emergency Leave/Time off for Dependants	Coronavirus (COVID-19)