

# Managers' Briefing: Special arrangements for Covid sickness absences



In line with a national agreement with COSLA, employees who are unwell with Covid symptoms will now receive 10 days special leave to assist their recovery. This will not count as sick leave until day 11.

You should also be aware that from 30 April Covid test sites will close and people with symptoms will no longer be advised that they need to seek a test. The public health advice for people who feel unwell will be to stay at home until they feel better. This is the same advice offered in relation to other infectious illnesses therefore will be managed under our Maximising Attendance Policy.

## Your role – follow the actions below

If an employee tells you that they are not fit for work with Covid symptoms, then you should report this to CBS on day one by Pulse or emailing [ammreturns@glasgow.gov.uk](mailto:ammreturns@glasgow.gov.uk)

If the employee is absent for more than 10 days, then the absence should be recorded from day 11, as below and managed in line with our [Maximising Attendance Policy](#). Fit notes will be required from day 11 for a COVID absence.

**If you use MyPortal:** record the absence under the covid absence code 100241 - Covid.

**If you use Absence Management Module (AMM):** report the absence in the usual way using the absence code 100241 - Covid.

## Changes to Test and Protect

Changes to Test and Protect mean that from 18 April:

- most people without symptoms will no longer be asked to take Covid tests
- free lateral flow devices (LFDs) for the purposes of twice weekly routine testing will no longer be available for the general population, but will continue to be free for any purpose for which testing continues to be advised – for clinical care, for health and social care workers and for visiting vulnerable people in care homes or hospitals
- until the end of April, people with symptoms should still isolate and get a PCR test
- vaccinated close contacts of someone with Covid should continue to test daily for seven days with LFDs until the end of April.

## Questions and answers

If you have any queries you can PULSE your enquiry to the CBS Attendance Team or email [ammreturns@glasgow.gov.uk](mailto:ammreturns@glasgow.gov.uk) including the relevant employee number.