Recording of COVID 19 related Absences on the UK SBS – Oracle System

The categories below are extracted from the UKRI Info-hub and re-produced here for ease of reference.

Staff and managers are reminded that, although staff will continue to be paid in the usual way when taking special leave for COVID 19 related purposes, and limits on Volunteering Leave have been lifted (subject to line management agreement) in relation to this, BGS anticipates the need to provide metrics on the impact of COVID 19. To this end, accurate recording is needed both on the UKSBS Oracle System and the RMS system to facilitate this. Absences relating to COVID 19 should be recorded to the following categories on the UKSBS Oracle system:

1. **Sickness absence; Pandemic Flu:**

   This should be used when employees are absent or not working because they are ill with symptoms of coronavirus (COVID-19). Staff will not be required to obtain/produce a medical certificate to confirm they have coronavirus (COVID-19).

2. **Special Leave With Pay; Quarantined/Self-isolation for COVID-19 Flu:**

   This category should be used when the employee is not ill but absent or not working on the grounds of specific and official health advice. For example, they are quarantined, in self-isolation, or in family isolation for coronavirus (COVID-19) or suspected coronavirus (COVID-19). Staff will not be required to obtain/produce a medical certificate to confirm they have coronavirus (COVID-19).

3. **Special Leave With Pay; Caring responsibilities related to COVID-19 Flu:**

   This category should be used when an employee is not ill but absent or not working because of caring responsibilities related to coronavirus (COVID-19) or a suspected coronavirus (COVID-19) outbreak. This will include when caring for a dependent who has been diagnosed with coronavirus (COVID-19). **It does not however include caring for young children** due to nursery / school closures – that should be coded to 4, below. If you are able to work more than half of your usual working hours – albeit flexibly – you do not need to record this leave on the UK SBS Oracle system BUT are required to record accurately on the RMS system, so that an accurate assessment of impact can be gleaned.

4. **Special Leave With Pay; COVID-19 Flu related issue or Disruption:**

   This category should be used when an employee is not ill but absent or not working because of other coronavirus (COVID-19) related issues/disruption. This will cover things such as childcare due to nursery / school closures, public transport issues, etc. If you are able to work more than half of your usual working hours – albeit flexibly – you do not need to record this leave on the UK SBS Oracle system BUT are required to record accurately on the RMS system, so that an accurate assessment of impact can be gleaned.

5. **Special Leave With Pay; Volunteering**

   Should be used to record time spent (with a manager’s agreement) undertaking COVID 19 related volunteering activities