

Scottish Joint Council for Local Government Employees

Verity House
19 Haymarket Yards
Edinburgh EH12 5BH
Tel: 0131 474 9200
Fax: 0131 474 9292

2 March 2020

Dear Chief Executive,

SJC-60

Coronavirus (COVID-19) and SJC Leave Provisions

While the number of confirmed cases of infection by the COVID-19 Coronavirus are low in the UK at the time of writing, the Joint Secretaries have issued the following advice that should be followed by councils in the event of employees being directly impacted.

This advice relates to the steps currently being taken to limit the spread of infections and may be reviewed in response to future changes in NHS, UK Government, and Scottish Government guidance and instructions.

Currently NHS Inform provides the most up to date information:

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Employees who have been instructed to self-isolate by their GP or the NHS due to the possibility they may have contracted the coronavirus, but who are not currently displaying symptoms, should arrange with their manager to work from home if this is practical.

Employees who have been instructed to self-isolate as above and who are unable to work from home will be granted paid leave under the provision within the absence arrangements in the SJC Scheme of Conditions of Service (The Red Book) for the duration of the self-isolation or until they develop symptoms.

This provision is set out in Part 2, Paragraph 8.7:

An employee who is prevented from attending work because of contact with infectious disease will advise the Head of Department immediately and will be entitled to receive normal pay. The period of absence on this account will not be reckoned against the employee's entitlements under this scheme.

If an employee who is self-isolating becomes unwell, normal sick leave provisions should be applied until the employee is able to return to work taking account of medical advice.

Employees should follow local arrangements for keeping in touch while self-isolating and for sickness absence reporting.

IF TELEPHONING OR CALLING PLEASE ASK FOR:
Tom Young 0131 474 9279 e-mail: employersfunction@cosla.gov.uk

Councils are developing and promoting local guidance and advice about the coronavirus, including on where and how to access the most up to date Government and NHS advice. Employees are encouraged to refer to local guidance.

Yours sincerely

TOM YOUNG (COSLA)
JOHANNA BAXTER (UNISON)
DREW DUFFY (GMB)
WENDY DUNSMORE (UNITE)

Joint Secretaries

To: Chief Executives
Heads of HR

IF TELEPHONING OR CALLING PLEASE ASK FOR:
Tom Young 0131 474 9279 e-mail: employersfunction@cosla.gov.uk