

# How to record Covid-19 absences

Covid-19 related absences will **not** count towards sickness absence triggers. However, such absences will be required to be managed in terms of regular contact between the employee and line manager.

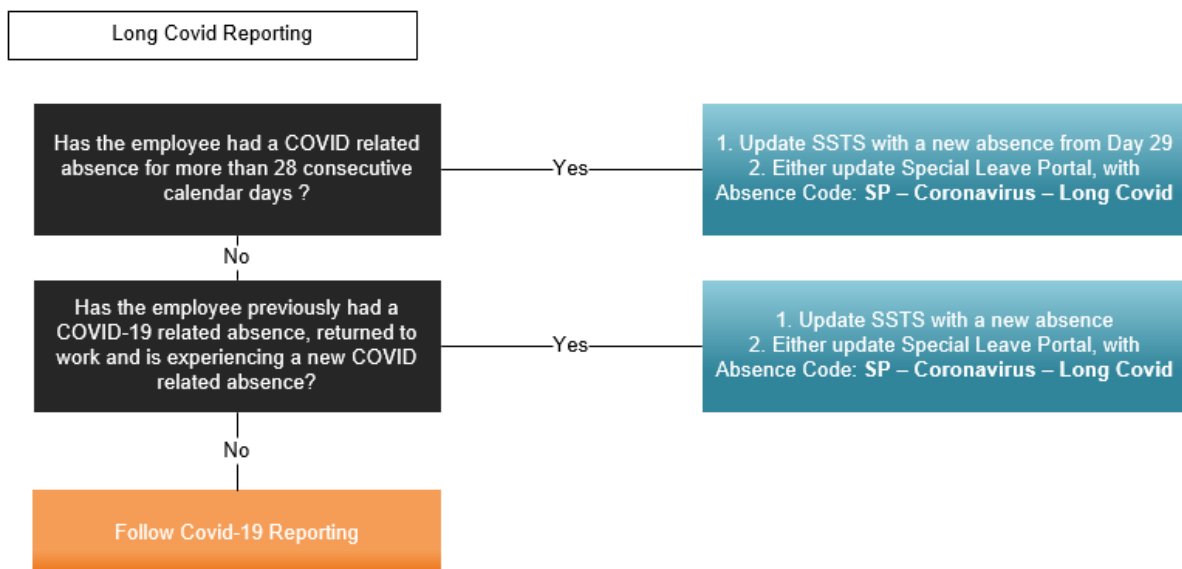
Please note - although staff may be recorded under the below absence codes – because their absence is related to COVID-19 – these staff may still be able to work at home throughout the absence period. If they are still able to work from home, this should be recorded by ticking the ‘working from home’ box on the Special Leave portal.

## Long COVID

Whilst experiencing symptoms of COVID-19 people usually feel better within 28 calendar days or a few weeks. There are instances whereby a person may experience on-going symptoms and it may take longer for them to feel better.

On-going and new symptoms can change and come and go over a longer period of time.

As research continues reporting of Long Covid absence may change.



COVID-19 Reporting

