



ONCHAN DISTRICT COMMISSIONERS

PAY SCHEME FOR CORONAVIRUS (COVID-19)

1. Introduction

Onchan District Commissioners has introduced a COVID-19 Pay Scheme ("the Pay Scheme") as an effective and fair way to encourage self-isolation whilst avoiding any financial detriment to employees required to self-isolate.

2. Application

The Pay Scheme applies to all Onchan District Commissioners employees regardless of their terms and conditions of employment.

3. Amendment/Withdrawal

The Pay Scheme can be amended or withdrawn at any time. It is not a contractual right; does not form part of an employee's terms and conditions of employment; and does not set any precedent.

4. Commencement Date

The Pay Scheme will only be in place for the duration of time the Isle of Man Government declares a serious and imminent threat in accordance with Section 5 of the Health Protection (Coronavirus) Regulations 2020¹. The effective start date of the Pay Scheme: 16th March 2020.

5. Criteria

To qualify for the Pay Scheme an employee's absence must be as a consequence of COVID-19. This includes an absence where an employee has been advised to self-isolate on the basis of:-

- Showing symptoms as defined by Public Health.
- Having, with good reason, travelled to the Island after 23:59 on 17th March 2020 and
- Medical/public health advice – this could include a period whilst an employee is being tested and subsequently diagnosed with COVID-19.

6. Scheme Provisions

Up to 14 calendar days paid leave will be allowed for an absence specifically related to COVID-19, on a self-certified basis. For the purposes of the Pay Scheme pay is defined as normal regular earnings (excluding overtime).

7. Categories of Absence

There are two categories of absence in the Pay Scheme:-

- COVID-19 Self-isolation
- COVID-19 Diagnosed

Any absence through the Pay Scheme will not impact an employee's sick leave and sick pay entitlements under their terms and conditions of employment nor count towards an employee's sickness absence record.

If an employee is diagnosed with COVID-19 and remains ill and absent from work after the 14 calendar days allowed by the Pay Scheme, ongoing absence will be recorded under the normal sick leave and sick pay provisions. This period of sickness absence will be recorded separately from the employee's usual sickness absence record and the reason for the absence will be recorded as 'COVID-19 – diagnosed'.

Should an employee remain well throughout self-isolation it is expected they will return to work at the end of the self-isolation period.

The Pay Scheme will only apply for one period of self-isolation, however the Chief Executive/Clerk has discretion to apply an exemption to this rule.

All absences should be reported by line managers by:-

- Notifying the Executive Officer/Assistant immediately the absence becomes known so that it can be recorded.

8. Employee's Responsibility

Should an employee need to be absent from work as a consequence of COVID-19, either to self-isolate or because they are unwell and diagnosed with COVID-19, they must notify their line manager in the normal manner as they would do for any other period of sickness absence.

9. Manager's Responsibility

A manager must ensure that absences are recorded immediately a case for self-isolation becomes known. Self-isolation approval must be obtained from the Chief Executive/Clerk or deputy. Payment under the Pay Scheme should only be disallowed where a line manager can evidence that an employee has failed to follow Public Health advice or reasonable management instruction.

10. Chief Executive/Clerk's Discretion

The Chief Executive/Clerk has the discretion to make alternative provisions provide more advantageous provision in individual cases, where this is in the interest of public health.

11. Working From Home

Where an employee is in self-isolation but remains well, consideration should be given, if practical to do so, for them to work from home during the period of self-isolation. Undertaking work from home must be agreed with the line manager and authorised by the Chief Executive/Clerk.

12. Opting-Out

An employee may choose to opt-out of the Pay Scheme and should they need to be absent as a consequence of COVID-19 may use other forms of leave such as annual leave if well or sick leave if unwell.

13. Additional Information

It is acknowledged and understandable that employees may be concerned about contracting COVID-19 however, employees are encouraged to continue working, subject to any advice or instruction issued by an appropriate authority, in accordance with the Health Protection (Coronavirus) Regulations 2020. It is recognised that Onchan District Commissioners' employees provide valuable public services.

Employees should continue to take precautions to protect themselves from infection to lessen the risk of spreading COVID-19.

14. Resources

Further information about self-isolation and stay at home advice can be found at:

- <https://covid19.gov.im/about-coronavirus/symptoms/>
- <https://covid19.gov.im/general-information/stay-at-home-self-isolation/>
- <https://covid19.gov.im/general-information/social-distancing/>

Review This Pay Scheme will be kept under review by Chief Executive/Clerk and amendments will be made as necessary to reflect any changes in public health advice.