

# COVID-19 Advice & Support

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## Summary Results of Survey to Update on Approaches to Annual Leave & Quarantine

Regional Chief Executives asked EMC to look at the issue of annual leave and the quarantine period required for people returning to the UK. This request was to provide an update on a survey on annual leave conducted at the end of April, with an additional question on how councils were dealing with the 14-day quarantine period required for arrivals to the UK.

The situation regarding quarantine requirements for those arriving in the UK continues to develop and change. National Joint Guidance that EMC circulated on 12<sup>th</sup> June 2020 provided guidance on the quarantine scenario, but also provided councils with flexibility to take account of specific situations and factors.

The following questions were asked in relation to annual leave for the remainder of 2020-21:-

1. Will you be allowing staff to cancel leave already booked?
2. Where there aren't any service delivery concerns, are you taking any steps to avoid employees having a significant amount of leave remaining when "business as usual" resumes?
3. How has the increased flexibility in the carry-forward of untaken statutory leave been applied in your organisation?
4. In relation to the quarantine period, what approach are you taking for dealing with the 14 days isolation required after overseas holidays?

### Summary Analysis of Responses:

30 councils responded, representing a response rate of 67%

**Q1** 50% allow staff to cancel leave already booked, 23% strongly encourage staff not cancel or allow cancellations subject to caveats, 17% are refusing to allow leave to be cancelled.

**Q2** Most respondents reported encouraging staff to take leave and many were proactively communicating and reminding staff of the importance of taking leave and were monitoring leave. 30% are requiring staff to have taken a certain proportion of leave by a given date – eg pro-rata in first half of year or 1 week by end of July.

**Q3** 13 councils (43% of respondents) are relaxing carry-forward in line with the Regulations. 11 councils (37% of respondents) consider additional carry-forward will not be required by their employees or they would apply the provision by exception only. 6 councils (19%) have relaxed carry-forward to a certain amount of leave, eg up to a maximum of 10 days.

**Q4** The majority of respondents (73%) would allow staff to work from home or, if not possible to do normal or alternative duties at home, then to take leave of some kind for the quarantine period – in line the joint national guidance. 4 councils (13% of respondents) were requiring staff to take leave of some kind, regardless of whether working from home would be possible. 4 councils are still considering their position. Early dialogue, planning for service cover and taking into account circumstances were featured within many responses, and generally reflected the joint national guidance recently issued.

**EMC provided HR leads with the summary results as at 26<sup>th</sup> June as part of our weekly update on COVID/workforce information. A copy of the detailed responses has been collated and anonymised and sent to HR leads.**

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**Contact Sam Maher and Lisa Butterfill at EMC with any workforce queries or issues relating to COVID-19 at:-**

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**All guidance relating to COVID-19 can also be found by visiting our website: [Workforce Information - COVID-19](#)**