NOTE FROM SEFTON DIRECT PAYMENTS TEAM @ 18TH MARCH 2020

Dear Employer,

Important Payroll Information relating to Covid-19(Coronavirus)

As you are aware due to the fast-moving situation regarding covid-19(coronavirus) we are facing unprecedented times. Like many businesses across the UK, we are closely monitoring the outbreak and following the advice by the government and UK health authorities.

Currently, our payroll department is open as normal. We will inform you promptly if there are any changes due to the likelihood of a reduced payroll service or in the event of Sefton Carers centre closing. In these circumstances we will provide advise to ensure your employees are still paid.

Please see below advise regarding issues you may have as an employer, if you need any further guidance please check the government website www.gov.uk or contact your employer's insurance company with issues relating to pay.

Can my employee come to work if we both have no coronavirus symptoms?
We advise at this time, employment can carry on as normal if there are no coronavirus symptoms with yourself, your household, your employee/s and their household.

Will my employee be paid if they are off sick or must self-isolate?
Under these circumstances your employee would not be paid, they would use one of the following:
·   You would need to check your employee's contract of employment regarding sick pay terms. Most employees would be entitled to statutory sick pay (if eligible).
·   Unpaid sick leave if not eligible for statutory sick pay
·   Holiday pay
·   Unpaid leave
·   Payment in lieu (employee would need to make this time back up)

Will my employee be paid if I am sick or need to self-isolate?
If your employee can come to work and you ask them not to come in due to you not being well/self-isolating, then they would be entitled to full pay during this period.

How do I get cover if my employee is off sick/self-isolating?
·   Do you have another carer who could provide support temporarily?
·   Can a family member provide informal support?
·   Contact an agency
·   Contact Sefton council on 0345 140 0845

For more information, please see our guidance below, you can also visit the following NHS website for coronavirus symptoms and how to help minimise infection:

https://www.nhs.uk/conditions/coronavirus-covid-19/

Kind regards
Direct Payments Payroll Team