

**Isle of Man Government
Coronavirus (COVID-19)**

Summary of Key Points of OHR Guidance

Please note some of the guidance referred to below has been archived and is no longer in operation.

Refer to the OHR website for the most up to date information -
<https://hr.gov.im/policies-procedures-codes-guidance-and-forms/>

We are conscious that in the last few days OHR has published a series of guidance documents and FAQs covering a variety of topics relating to the HR response to the pandemic. All of these documents can be found here: <https://hr.gov.im/>

In order assist staff and managers to navigate these documents, we thought it would be helpful to highlight some of the key points from within the guidance to address some of the questions we are being asked most regularly.

COVID-19 Pay Scheme

An employee will be allowed up to 14 calendar days of paid special leave for a self-isolation absence specifically related to COVID-19, where such absences are in accordance with public health advice here: <https://covid19.gov.im/>

Employees who live with someone who is displaying symptoms must self-isolate for 14 days. If anyone else in the household develops symptoms during that time all household members must self-isolate for a further 14 days from the day the symptoms started. An extension of paid special leave for self-isolation, beyond 14 days is allowed in these circumstances. In addition, Accounting Officers (and delegated Managers) have the discretion to provide more advantageous provisions in individual cases, where this is in the interest of public health

Employees in the very vulnerable group (who are advised to self-isolate for 12 weeks) are advised to immediately self-isolate and discuss with their manager arrangements for working from home, if possible. Where this is not possible, employees should be allowed home on full pay. People who live with or care for people who are very vulnerable, should refer to the guidance for employees with caring responsibilities.

A Manager must ensure that absences related to the COVID-19 Pay Scheme are recorded on the OHR 10 Approval Form which is available on the OHR [website](#). The completed form should be submitted to OHR by email to the Absence Administration Team absence@gov.im

Caring Responsibilities

Where employees care for children or a disabled, elderly or sick partner or relative, and request time off, managers should consider allowing employees to take leave under the Covid 19 Pay Scheme; agreeing an alternative shift or working pattern; home/remote working; redeployment or use of available annual leave, flexi leave or TOIL.

Where the caring responsibilities or role requirements do not lend themselves to any of these options please consider unpaid Special Leave or continuing to pay the employee their ordinary pay during the period of leave with written agreement from the employee to repay the unworked hours (within 12 months) or undertake additional hours on return.

Homeworking

Managers should encourage staff to work from home where this is possible. Managers should be prepared to reimburse staff working from home for reasonable costs incurred for phone calls or mobile data usage, but should decline requests for reimbursement of expenses such as electricity, heating or Wi-Fi installation.

Where employees occupy roles that do not readily lend themselves to working at home, consideration should be given to options for redeployment into other roles. If that is not possible, managers must accept that some employees can neither work at home nor be redeployed/seconded etc and, as a last resort, will be allowed to stay at home on full pay until a suitable alternative role is identified.

Redeployment Guidelines

It is important to the Isle of Man as a whole that Government continues the delivery of critical public services. For this reason employees are requested to cooperate with the Workforce Mobilisation and Redeployment Guidelines. We are urgently creating a list of people from all Departments, Boards and offices who have skills, experience or expertise to support essential services. This is being co-ordinated by the LEaD team who can be contacted on 685724.

Employees may need to work additional hours and change their normal pattern of work eg term time workers being required to work during school holiday periods. Flexibility from everyone will be important and staff are asked for their cooperation.

Redeployed employees should continue to work under their substantive terms and conditions of service, including pay, and treated as if they are seconded. Where redeployment is to a position at a higher grade, or involves different shift patterns, arrangements will be made at the end of the redeployment period for an appropriate ex-gratia payment to recognise the additional responsibility.

**Issued by the Office of Human Resources
On behalf of the Cabinet Office
March 2020**