



HR-09/2020

COVID-19 (Coronavirus)

Information for staff

Following on from recent Government advice, please find updated information for employees on:

- Annual leave and travelling abroad
- Special leave for high risk categories

Please note that information is subject to change and employees should continue to review [myNL](#) for the most up-to-date information available.

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Annual Leave and travelling abroad

- Current Government advice is that everyone returning to the UK from abroad must self-isolate for 14 days.
- If you have already booked leave for a holiday abroad prior to Monday 8th June 2020 and wish to travel abroad as planned, you will need to discuss with your manager if the additional 14 days isolation following return, can be accommodated.
- Managers are encouraged to accommodate this request where possible and if you can work from home for this period, you should do so.
- If you are not able to work from home, you may be granted special leave for these 14 days, providing you can provide evidence of the booking.
- If you wish to book a holiday abroad from 8th June 2020 onwards, you should discuss this with your line manager prior to booking.
- In these circumstances, you must request sufficient leave to cover the holiday abroad and 14 days of isolation. This should be by using annual leave or unpaid leave and agreed by the line manager.

Special Leave for those in high risk categories

- If you are in the extremely high risk or high risk category and have been at home for the past 12 weeks, you are not required to return to work on Monday 8th June 2020.
- Please remain at home and await further communication from your line manager.