|  |  |  |
| --- | --- | --- |
|  | Name | Date |
| Employee consulted |  |  |
| Checklist completed by |  |  |
| P&O Advisor consulted (if applicable) |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Considerations** | **Yes** | | **No** | |
| Is the service currently operational (i.e. critical or reinstated service) |  | **See next step** |  | **Record on CoreHR – Special Leave (paid) inc COVID – Service Closure** |
| Are they able to access childcare as a ‘key worker’  or can the other adult within the household access childcare as a ‘key worker’ |  | Employee should attend work once key worker childcare can be accessed  **No recording required on CoreHR unless working from home (as above)** |  | **See next step** |
| Is working from home possible? |  | Employee should work from home  Record on CoreHR – **Working From Home – COVID – Caring Responsibilities** |  | **See next step** |
| Can alternative tasks be done at home? |  | Consider Transfer of Staff Protocol – Record on CoreHR **COVID - TEMP MOVEMENT OF STAFF** |  | **See next step** |
| Is there another adult within the home that can assist with childcare? |  | Employee should attend work – **No recording required on CoreHR unless working from home (as above)** |  | **See next step** |
| Can alternative work patterns be considered to meet childcare requirements? |  | Agree and Implement alternative pattern.  Employee should attend work or work from home  **No recording required on CoreHR unless working from home (as above)** |  | **See next step** |
| Can parental leave be considered? |  | Employee may take parental leave – Check Special Leave policy  **No recording required on CoreHR** |  | **See next step** |
| Can a temporary reduction in contractual hours be considered? |  | Employee should attend work on reduced hours  **No recording required on CoreHR unless working from home (as above)** |  | **See next step** |
| Has a proportionate amount of annual leave been used?  *(Note that this may not apply to employees who work in schools)* |  | **See next step** |  | Employees should use proportionate amount of annual leave |
| Can you consider flexible use of special leave, for example using ½ days of special leave instead of full days |  | **See next step** |  | **Recorded on CoreHR – Special Leave (paid) inc COVID – Caring Responsibilities.** |
| Application and recording on CoreHR |  | If all alternatives have been exhausted and considered, special leave will be implemented once a proportional amount of annual leave has been taken.  If the amount of Special Leave exceeds 14 days, you may be contacted by Employee Relations and Wellbeing to explore further options.  **Recorded on CoreHR – Special Leave (paid) inc COVID – Caring Responsibilities.** | | |