

**BULLETIN 2.01 – HR MATTERS**

**WORKING FROM HOME, SICKNESS ABSENCE AND LEAVE**

1. **Context.** Following the government's announcement on 23 March 2020 and the Principal's email of the same date the School of Medicine is communicating how we will work through this period. This bulletin outlines the School's plan for managing how staff adjust to the current work from home situation.
2. **Author:** For more information, contact Clive Masson.
3. **Scope.** This information relates to how the School will support staff during the disruption caused by Covid 19 and what processes are in place to report sickness absence.
4. **Working from home: Expectation and reality.** The School recognises that the current situation is difficult. It is clear that there are competing priorities as people adjust to the new situation and the School will be as flexible as possible about staff navigating their work and other responsibilities. It is important to look after your health and wellbeing and that of your loved ones. Notwithstanding, ensuring that the flow of medical students through the system to graduate as new doctors is one of national importance and your work in ensuring that students learn the necessary skills is vital to that effort. Likewise, those with research responsibilities need to remain productive in research terms, within the boundaries of the current lab situation. If you find you are having difficulties with work due to other responsibilities, please let your Line Manager know.
5. **Sickness absence.** If you are ill, please get in touch with the Head of School PA by email ([medicinepa@st-andrews.ac.uk](mailto:medicinepa@st-andrews.ac.uk)) and not by telephone. The Head of School PA will then record this in the HR system. The School [sickness absence policy](#) has been updated to reflect this change in protocol.
6. **Leave.** Staff should continue to take leave to create a break from work and allow time to concentrate on domestic matters. The normal leave process should be followed.
7. **Telephone contact list** (staff – mobile numbers). Many members of staff have agreed to share their personal mobile phone numbers to facilitate communication while we are working from home. Please note that this list has been compiled solely for the purpose of keeping in contact [Staff mobile phone contact list](#).