

### Guidance for Updating TMS during COVID-19 Pandemic

Following the decision to suspend the operation of the flexi time system (TMS) for all staff working from home as a result of the COVID-19 pandemic please find below guidance on how staff and managers should update the TMS system

Scenario	TMS Update Required
<p>Employee is working from home as a result of either</p> <ul style="list-style-type: none"> <li>• Social Distancing</li> <li>• Self-isolation due to symptoms of a family member (but they themselves are fit for work)</li> <li>• Self-isolation due to their vulnerability (or the vulnerability of a member of their immediate household)</li> </ul>	<p>Employee should go in to the Planned Absence section of TMS and request an absence using the code HM (home working). It is recommended that the request is initially for a 2 week period from 3 April and repeated on a fortnightly basis. Doing it in this way reduces the number of adjustments that employees need to make and managers need to authorise.</p> <p>Any days prior to 3 April 2020 on which an employee was homeworking should be adjusted via the Clock Card section of TMS and employees should claim their standard working hours for the day(s) in question.</p> <p>This future keying of the homeworking code does not however guarantee that an employee will be working from home for the full 2 week period as, in line with the guidance issued, employees may be asked to return to the workplace if circumstances change.</p>
<p>Employee is unable to work from home due to the nature of their role but is unable to attend work as a result of either</p> <ul style="list-style-type: none"> <li>• Social Distancing</li> <li>• Self-isolation due to symptoms of a family member (but they themselves are not symptomatic)</li> <li>• Self-isolation due to their vulnerability (or the vulnerability of a member of their immediate household)</li> </ul>	<p>Employee should go in to the Planned Absence section of TMS and request an absence using the code UN03 (authorised absence - paid). It is recommended that the request is initially for a 2 week period from 3 April and repeated on a fortnightly basis. Doing it in this way reduces the number of adjustments that employees need to make and managers need to authorise.</p> <p>Any days prior to 3 April 2020 should be adjusted via the Clock Card section of TMS and employees should claim their standard working hours for the day(s) in question.</p>

Scenario	TMS Update Required
	This future keying of the authorised absence - paid code does not however guarantee that an employee will remain on authorised paid absence for the full 2 week period as, in line with the guidance issued, employees may be asked to return to the workplace if circumstances change.
Employee is unable to attend work due to being unwell (either with symptoms of COVID-19 or any other illness)	Employee should put through an individual adjustment for each day they are absent using the normal sickness absence code (sic up). These will then be routed to their manager for approval in the normal way (i.e. individual notifications for each day)
Employee is absent on annual leave	Employees are being encouraged, where possible, to use a proportion of their annual leave during this time. All requests for annual leave should continue to be submitted in the normal manner and will continue to be subject to line manager approval

**HR Services**  
**1 April 2020**