

COVID-19

Staff FAQs

Most LJMU staff are now working from home.

Line managers have identified core staff who are at point of service, for example in our libraries, and are working with them to help us maintain support for students.

Those core staff must also plan to work from home in the event that the university has to close completely.

If staff are not identified as 'core' they should work at home.

If they are unable to work at home because of the nature of their role they should discuss that with their line manager who will authorise their absence from work but will need contact details for them so they can be recalled to work if the situation changes.

Please note that every member of LJMU staff will continue to receive their full pay and benefits during this crisis, regardless of whether they can work at home or not.

Staff with underlying health conditions and those who are pregnant can leave to work from home immediately - in liaison with their line manager.

How do I get support and advice with HR or payroll issues?

Contact details are published on the intranet for HR and payroll. However, during this period a general email hradvice@ljmu.ac.uk is available and monitored between 8:30am until 5.00pm Monday to Friday. We would advise that this should be your first point of contact to ensure that you receive a timely response to your query.

What if a school closes and I need to stay at home to care for a child or there are other caring responsibilities due to the breakdown of usual arrangements?

If possible, staff should seek to work from home with the agreement of their line manager. If the role you are undertaking is business critical, then suitable arrangements will be made so that the work can be undertaken from home. The university will take all reasonable steps to support everyone with caring responsibility.

What if I have leave booked when I am asked to stay at home and am unable to work?

Annual leave should be taken as planned.

Can I continue to book leave during this current situation?

Yes, everyone can continue to request leave in the usual way even if you are working from home.

Will I still be paid if I cannot work from home or in an office/university building?

Yes.

If I am working from home, can I claim expenses for personal mobile use?

You should download the Mitel App which will allow you to make and take calls on your university landline at no personal cost.

Will I be permitted to travel in the UK and claim expenses?

No business travel will be permitted in the UK until further notice and therefore expenses will not be paid. Any pre-booked and paid travel should be discussed with your line manager.

If I am asked by the university to self-isolate will this be classed as sick leave?

Self-isolation will be classed as special leave rather than sickness absence.

Will absence due to flu or colds be considered as special leave or sickness absence?

There is an option to self-isolate, you should continue to follow the usual notification process. We have already suspended the trigger process.

If I test positive with COVID-19 will I still get paid?

Yes, you will be entitled to receive sick pay in line with your contractual arrangements.