



**New special leave for
childcare and support
for key workers**

Throughout this crisis the council will continue to support all employees with full pay who should not come to work following the current government guidance and provide childcare support for key workers to attend work, where possible.

As you will be aware, the Scottish Government will close schools and nurseries from the end of today (Friday 20 March). We are putting in place the following support arrangements:

- Interim special leave of five days for all employees to help with childcare arrangements
- Priority childcare provision in education establishments for key workers.

Since the government's announcement this morning we are working to make sure that key workers have access to school childcare provision for their children.

These are our initial contingency plans and longer term plans are being developed and will be confirmed next week to support families.

A large proportion of our employees will be considered to be key workers including people working in health and social care, education, childcare, cleansing and frontline workers involved in the delivery of vital services, including catering and FM staff in vital locations.

You can read the government's definition of key workers on their website [here](#)

Who's a key worker?

	<p>If you are considered to be a key worker and you cannot keep your children safe at home, following all the existing guidance, then your children will be prioritised for educational provision in a local authority establishment.</p> <p>We are now asking all Services to work with teams to determine who this affects. It will take a few days to capture everyone who needs this support, not just council family employees but everyone in the city who delivers vital services to keep everyone looked after at this extremely difficult time.</p> <p>Special leave from Monday</p> <p>From Monday if you require to take leave because of childcare commitments and because you cannot make alternative arrangements or work from home, then you can use the new special leave of up to five days on full pay.</p> <p>If you are taking special leave then you also need to contact your manager as soon as you know that you can't make child care arrangements.</p> <p>You should also keep in touch with your manager next week so that we can update you on longer term arrangements.</p>
Staff guide - how to work from home safely	<p>We have produced an information security guide on how to work safely and securely from home.</p> <p>If you are authorised to work from home please read the guide to help make sure that our information continues to be properly managed and kept safe throughout this period.</p> <p>You should read it alongside both our council information security guidance for staff and our acceptable use policy.</p> <p>All information about working from home is on the staff updates page.</p>
Changes to our services	<p>Keep up to date with service updates and information at https://www.glasgow.gov.uk/coronavirus</p>
Emergency planning structures	<p>The council's emergency planning structures are currently operating Monday to Friday, we will update you again on Monday 23 March.</p>
<p>KEEP UPDATED AT ALL TIMES ON THE WEBSITE</p> <p>https://www.glasgow.gov.uk/staffupdates</p>	

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