

# Staff Briefing

## Planning annual leave, holiday arrangements and quarantine measures



29 July 2020

### Introduction

This briefing covers the organisations current arrangements in line with the government position on holidaying abroad in relation to quarantine measures on return to Scotland.

You may already have had a holiday booked outside the UK or you're now considering this option with the easing of lockdown arrangements to ensure you get a well-deserved break.

On 22 May 2020, public health measures were announced across the UK meaning that from 8 June 2020, anyone returning from abroad will be required to self-isolate for 14 days – they will enter a period of quarantine and not be allowed to leave the place they are staying for the first 14 days they are back in the UK (unless in very limited situations).

At this time the UK and Scottish Government positions remain slightly different on quarantine from certain identified countries. You should make sure you are fully aware of the arrangements in place for your destination before completing your travel arrangements and applying for your annual leave.

### 1. Scottish Government and quarantine measures

As of 8 July 2020 the Scottish Government announced their [position](#) on quarantine for those travelling outside the UK to ensure Scotland controls the importation of new virus cases into the country. **This position will be reviewed regularly and all employees intending to travel should keep up to date on these arrangements before requesting annual leave.**

Anyone travelling through airports out with Scotland within the UK will be required, as with all passengers to provide their personal details that will then be shared with Public Health Scotland.

### 2. Travelling safely

The global coronavirus pandemic is ongoing. No travel is risk-free, and disruption is still possible. If you plan to travel the Foreign and Commonwealth office provides the following guidance:

- read the [coronavirus travel guidance](#) to make sure you are prepared for your travel
- read the [Travel Advice](#) for your destination, for information on current entry requirements and any local coronavirus measures that you will need to follow
- sign up for email alerts for Travel Advice to ensure you are informed of any changes while you are travelling.

You should take into account any impact travel disruptions may have on your return to work arrangements, including your available leave should you face delays.

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### 3. Associated annual leave principles for travelling during Covid (excluding teachers)

In all circumstances those who have an essential reason to travel to a country that is impacted by the 14 day quarantine measures must discuss this with their line manager as soon as possible in order to inform workforce planning and service delivery requirements. You should work with your line manager to find a way to cover the quarantine period such as working from home, working the time back through the remainder of the holiday year or some other mutually agreed approach.

**Pre booked holidays up until 22 May 2020:** staff who pre-booked holidays or made commitments that were arranged prior to the quarantine measures would have been unaware of self-isolation requirements on re-entering the UK. Therefore, if they cannot work from home, all other options have been exhausted and a solution to cover the 14-day quarantine period cannot be agreed, in these circumstances, staff should not suffer detriment and a period of authorised absence should be approved where necessary.

**Holidays booked after 22 May 2020:** staff will have been made aware of the quarantine requirements on re-entering the UK when booking holidays and should have discussed this at the time with their manager. If they cannot work from home, and all other workable options, including the needs of the service, have been exhausted and a solution to cover the 14-day quarantine period cannot be agreed, in these circumstances, employees will be required to take additional leave (paid or unpaid) to cover the 14-day period.

### 4. Holidays and travel within the UK

On 24 June 2020, the First Minister announced a series of changes to the current position on the implementation of the route map out of lockdown. These included the following indicative dates:

- From 3 July 2020, restrictions on keeping to a maximum of around 5 miles travel for leisure and recreation travel purposes - will be lifted.
- From 3 July 2020, self-contained holiday accommodation including, holiday cottages and lodges, or caravans where there are no shared services - can re-open.
- From 15 July 2020, the tourism sector generally and therefore all holiday accommodation - can re-open.

Wherever you decide to travel please always remember that face coverings are mandatory on all forms of public transport, including trains, ferries and airlines. It's important to take all public health measures on your journey to protect yourself and others on your return.

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