



UKG Dimensions leave codes for COVID-19

The COVID-19 pandemic is an evolving situation. This advice is effective from 9 November 2022.

UKG Dimensions code	Use when	Process
Sick Lve – With Cert Sick Lve – Without Cert	<ul style="list-style-type: none">An employee tests <u>negative</u> to COVID-19, and is unwell.Where an employee is positive for COVID-19 and still unwell after the 7-day isolation period.	UKG Dimensions manager enters: Sick Lve – With Cert Sick Lve – Without Cert <ul style="list-style-type: none">Employee's accrued personal (sick) leave is usedIf accrued entitlement is exhausted unpaid personal (sick) leave will automatically be processedIn this situation other paid and unpaid leave entitlements (such as annual leave) may be takenUKG Dimensions managers to enter the relevant UKG Dimensions code
Sick Lve – Family	<ul style="list-style-type: none">Where an employee is required to care for a member of their immediate family/household who has COVID-19.	UKG Dimensions manager enters: Sick Lve – Family
Special Pd LVE - COVID	<ul style="list-style-type: none">An employee tests <u>positive</u> to COVID-19, is unwell and unable to work from home. Special paid leave for their ordinary working hours during their 7-day isolation period.An employee is a close contact of an immediate family or household member, is unable to return onsite (due to risk assessment) or work from home special paid leave for their ordinary working hours during the 7-day quarantine period.	<ul style="list-style-type: none">If an employee is eligible for paid special leave, managers can approve and enter Special Pd LVE – COVID on behalf of employees into UKG Dimensions



	<ul style="list-style-type: none">Employee experiences an adverse event after receiving a COVID-19 booster dose. Special paid leave capped at 2 per COVID-19 dose.	
Special Pd LVE – COVID CASUAL	<ul style="list-style-type: none">A casual employee who is positive to COVID-19 and has been employed on a regular and systematic basis for at least three months and is anticipated to continue to be employed on a regular and systematic basis	<ul style="list-style-type: none">If an employee is eligible for paid special leave, managers can approve and enter Special Pd LVE – COVID on behalf of employees into UKG Dimensions
SPECIAL Pd LVE - COVID VAC	<ul style="list-style-type: none">If it is not practicable or possible to receive the vaccination in paid time, employees may receive up to 4 hours ordinary pay, on a case-by-case basis. Time off without loss of pay to travel to and from a vaccination centre to be vaccinated.	<ul style="list-style-type: none">Employee requests for paid time off must be approved by their manager in advance.If an employee is eligible for paid special leave, managers can approve and enter Special Pd LVE – COVID on behalf of employees into UKG Dimensions