



UKG Dimensions leave codes for COVID-19

This advice is effective from 1 October 2023.

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 during their quarantine 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 used UKG Dimensions managers to enter the relevant UKG Dimensions code
Sick Lve – Family	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	An employee tests <u>positive</u> to COVID-19, is unwell, unable to work from home and has exhausted their <u>paid personal leave</u> .	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 CASUAL	A casual employee who is <u>positive</u> 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.	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