

Supply Worker FAQs

I am on the supply register however I am unable to work due to Covid-19, am I entitled to anything?

You are required to be on an engagement with Perth & Kinross Council before we can consider whether any payment is due for self-isolation or absence due to Covid-19.

I am currently Self-Isolating/or off sick due to having Covid-19 symptoms. What will I get paid?

Providing you have commenced an engagement with us, you will continue to be paid, based on the days and hours you were engaged to work. This absence will be treated as Special Leave. Payment will be honoured up to the pre-arranged end date of the engagement or 12 weeks, whichever is shorter.

Please let your Head Teacher/Line Manager know as soon as possible that you are unable to attend work. Your Head Teacher/Line Manager will complete a timesheet on your behalf, recording in the Reason Column “unable to work due to self-isolating, or Covid-19 Special leave” if ill.

Payroll will only require Head Teacher/Line Manager authorisation in these circumstances. The timesheet should then be submitted in line with the scheduled pay period and submission deadlines for [Teaching](#) and [Single Status](#) employees. Claims should be emailed to EmploymentandPayroll@pkc.gov.uk, as normal.

This can also be done on your return.

I have a family member who is required to self-isolate and I need to care for them. What will I get paid?

Providing you have commenced an engagement with us, you should agree with your Head Teacher/Line Manager if you require paid time off under the [Carer Leave Policy](#)

The maximum number of days which can be paid in a calendar year is 3 days (pro-rata for part-time engagements).

A timesheet should then be submitted based on the days and hours you were engaged to work taking the above into account. Record in the Reason Column “Covid-19 Carer”.

Once authorised by your Head Teacher/Line Manager it should then be submitted in line with the scheduled pay period and submission deadlines for [Teaching](#) and [Single Status](#) employees. Claims should be emailed to EmploymentandPayroll@pkc.gov.uk, as normal.

What do I need to do if I am identified as a close contact of a person who has tested positive for Covid-19?

The self-isolation period will depend on whether you are fully vaccinated or not. Up to date information is available on [NHS Inform](#) for people who are asked to self – isolate

I am a Supply Teacher on a fixed term temporary contract and have tested positive for Covid-19 but I do not have continuous service to be paid whilst off sick. Am I entitled to anything?

As per paragraph 6.34 of the SNCT Handbook [Part 2 Section 6](#) Covid-19 does not count as sickness absence, therefore you do not require 18 weeks continuous service.

You will continue to be paid, based on the days and hours you were engaged to work. This absence will be treated as special leave. Payment will be honoured up to the pre-arranged end date of the engagement or 12 weeks, whichever is shorter.

Please let your Head Teacher/Line Manager know as soon as possible that you are unable to attend work. Your Head Teacher/Line Manager will complete a timesheet on your behalf, recording in the Reason Column “Covid-19 Special leave”.

Payroll will only require Head Teacher/Line Manager authorisation in these circumstances. The timesheet should then be submitted in line with the scheduled pay period and submission deadlines for [Teaching](#) employees. Claims should be emailed to EmploymentandPayroll@pkc.gov.uk, as normal.

This can also be done on your return.

Is my service still recognised for Covid-19 or does this constitute a break?

Your service weeks will still count, as Covid-19 does not count as a break in service.

I have been offered an engagement however, I am unable to start as I am self-isolating, will I get paid?

You are not entitled to a payment as your engagement did not start. If applicable, a new engagement will be arranged with you once you are out of your self-isolation period.

Am I required to test if on an engagement in school?

We would encourage you to test regularly when on supply engagements to protect you and others against Covid-19.

Further information is available for [Employees/Pupils in Education](#).