To all staff

**Travelling abroad and quarantine rules**

It has been a really demanding last 18 months or so and we know that everyone is looking forward to their summer holidays. However, before you plan your holiday, you need to remember that the position in regards travelling overseas is very volatile and can change at very short notice.

[Further to our MEMO/POLICY/ANNOUNCEMENT last year], [A]as you are aware, there are restrictions in place requiring you to quarantine if you return from certain countries. Currently, a traffic light system of green, amber and red is in operation. You cannot travel to and from a red country for holidays.

If you travel to and from an amber country, the quarantine rules are strict and require you to quarantine for 10 days[, unless you are fully vaccinated from COVID-19]. During this period, you must stay at home. This obviously has a potentially serious impact on the [business/organisation] in terms of staffing, our ability to meet business objectives, as well as costs.

Therefore, in the best interests of everyone, the following arrangements will apply:

If you have booked an overseas trip prior to the government announcing that your holiday destination is one of those countries for which you are required to quarantine, and if your quarantine period falls within your normal working weeks, then you will be expected to work from home and will be paid in full for this period on condition that you provide proof that the booking was made prior to the government announcement. If this applies to you, please speak to [name] as soon as possible so that arrangements are able to be put in place at the earliest convenience.

Please note that if you book a holiday AFTER the government has announced that quarantine applies on your return, this will be treated as a potential disciplinary matter as you will be knowingly putting yourself in a position where you cannot fulfil your contractual duties or failing to take sufficient care to ensure that you are able to fulfil your duties upon your return. In this case, if all or some of the quarantine period falls within your normal working time, then you will not be paid for this period, unless it has been agreed with [name] prior to you travelling that any period of quarantine will be taken as annual leave, or you can work from home during that period. Note that because of operational requirements, it may not be possible to authorise additional leave to cover quarantine periods or to allow working from home.

Therefore, before booking holidays for summer onwards, you are advised to double check that the destination is not subject to quarantine nor on the government’s watch list. You should note that countries classed as green can suddenly change to amber. The safer option for everyone this year is to book a holiday in the UK.

We will continue to monitor the quarantine arrangements set by the government and update this policy in light of changes to the quarantine regulations. If you have concerns about a holiday you have booked already or plan to book, then please speak to [name] for further guidance.

We appreciate everyone’s co-operation during this period.