

COVID 19 Daily Brief – 8th April

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 - Holiday Purchase Scheme
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➤ Site Pause

- Sellafield Ltd have decided to extend the pause on construction work to Monday 27th April.
 - This will allow us to continue to identify the key work that needs to be done and which of our key workers will be needed on site, and when. We will continue to discuss with our employees and the Trade Unions how such work could be done, in line with Government advice and development of our safe system of work.
 - The extension is applicable to all NAECI and CIJC employees except for:
 - those currently working on site, and as previously communicated
 - those involved in keeping the site safe and secure
 - those required for emergent works, which will be reviewed on a case by case basis
 - For the remainder of the workforce, if you are required to return to work before 27th April, we commit to informing you no later than 10am Thursday 23rd April. However, as identified above there may be some emergent work needed to be done to enable progression on site, or to keep the site safe and secure, and we reserve the right to call such workers into work with 24 hours' notice.
 - You will be paid your basic pay for next week, as stated in NAECI 8.1 (Guarantee Provisions) and CIJC WR17 (Guaranteed Minimum Weekly Earnings), and as such should remain available for work.
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➤ **Holiday Purchase Scheme – Jacobs**

- For Legacy Wood Nuclear personnel the holiday purchase scheme is being honoured, so the payments will commence as planned. The note re cancellation was for wider Jacobs personnel, not UK Legacy Wood Nuclear.
 - In addition, all LWN personnel can also use the COVID scheme to purchase an additional 80 hours if required per the previous note issued re separate JV holiday policies.
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- **Schools Closing**
 - **We have been asked to remind everyone of the following options which are available to support staff during the COVID 19 outbreak**
 - **Interserve Employees**
 - Employees can take 20 days unpaid parental leave
 - Only 1 days notice is required (Usually 21 days)
 - This can be paid back over a 6 month period
 - You need to speak to HR to arrange this
 - **Jacobs Employees**
 - Employees can take 20 days unpaid parental leave
 - You can take up to 80 hours annual leave for Covid 19
 - This can take you into a negative balance (i.e. -80 hours)
 - This can be paid back over time (but by September 2021)
 - **Interserve and Jacobs Employees must speak to HR to arrange this**
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➤ **Holiday Pay Calculation**

- The question was asked if the COVID weeks are included in the average week for holiday calcs, the answer to which is yes, as weekly pay is being paid.
 - The standard reference period is now 52 weeks and calculated from gross pay (including pension contributions).
 - For legacy wood Nuclear the reference period for 2020 holidays will be from 13th January 2020 as previously discussed, as this was the start of the new payroll and new gross pay calculation for LWN.
 - Re bonus: for weeks where bonus has not been paid i.e. from 13 April when site moves to a guaranteed minimum position, then it can't be included in that week for holiday pay average calculations
 - But when holiday is taken the average pay period will pick up the other weeks in which it was paid – over the reference period from 13th January 2020.
 - All elements will be included except lodge and radius
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➤ Cracked It funding

- Cumberland Infirmary is trying to raise funds to buy good quality tablets for A&E to allow patients to have some face to face contact with their family.
 - During the current pandemic, hospitals must have strict visiting policies in place leaving people alone at a time when they are most vulnerable.
 - So we have suggested using some of the ‘Cracked It’ funds for the next couple of months to support this request across several regional hospitals
 - This was agreed by the Trade Union Reps and Safety reps at todays meeting. More details to follow on this support once it is put in place
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➤ Request to support the local community

- We have been asked via Sellafield whether we can support the efforts of the local Council in supporting those isolating in the local community.
 - The first request is for drivers and vans to help deliver food parcels.
 - The second request is for Project Managers (working remotely from home)
 - If you are interested in providing support in either role, then please contact both your line manager and Luke Richardson – luke.richardson@Jacobs.com / 07866 179 101
 - At this stage, it's registering an interest. We would speak to each individual about the roles and agree, prior to deployment, whether they were still happy to do so
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