# Travelling Abroad and Quarantine Rules

It has been a really demanding couple of years and we know that everyone is looking forward to taking some holidays. However, before you plan your holiday, you need to remember that the position in regard to travelling overseas is very volatile and can change at very short notice.

[Further to our memo/policy/announcement *[when]*], [A]as you are aware, there are restrictions in place requiring you to quarantine if you return from certain countries and if you’re unvaccinated. You should not travel to and from a red country for holidays. There are strict requirements in respect of returning to the UK from such countries.

Since 30 November 2021, anybody returning to the UK from abroad will have to take a PCR test on or before day two of their return and quarantine until a negative result is received. This is irrespective of age or vaccine status. If you are unvaccinated, you will need to quarantine for 10 days on arrival into the UK.

More details on the current requirements can be found on the government’s website.

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 the new testing and quarantining requirements, 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 announcements. 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 announced the testing and quarantining requirements, 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 what your quarantining and testing obligations are and get prior approval before booking. You should note that this is an evolving situation and things can change suddenly. The safer option for everyone to book a holiday in the UK while these restrictions remain in place.

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.