

Your Questions Answered – 19 March

Below are some of the questions we've received from staff regarding our response to COVID-19. We'll share more answers to questions as soon as we can so keep sending them in to using the [online form](#) (intranet only) or to Communications.Team@wales.nhs.uk Title your email STAFF QUESTION.

Please note these answers are correct as of 19 March 2020.

1. I'm working on the response and I usually work part time, can you clarify the overtime rates of pay please?

Plain time is paid for any hours up to 1.0 full time equivalent, usually 37.5 hours a week (40 hours a week for some contracts). Any additional hours over the full time equivalent are paid at time and a half.

2. I am travelling to a different office to support the response. Will I be able to reclaim any expenses?

In these circumstances, staff will be entitled to claim excess business mileage (home to base mileage will automatically be deducted in the e-expenses system).

3. I'm nervous about using public transport but I can't work from home. What advice can you give me?

We encourage staff to follow the UK Government advice on social distancing where possible, therefore it is advisable to vary your commute and avoid public transport.

Correction: Cycling to work expenses information issued yesterday was incorrect. This only applies to those staff who are covered by OCP in relation to office relocation to CQ2 and Matrix House, for reimbursement of their home to base mileage.