

## COVID-19 Update for UK Employees | 01/02/2021

### Annual Leave Requirements

As we start the 2021 annual leave allowance, please plan ahead and diarise time off from the business.

It is important for everyone to spread annual leave proportionally throughout the year to avoid any issues in the later part of 2021, which may impact the business. Therefore, with the exception of employees who work shifts in cement operations and have a separate arrangement, all employees must have taken at least one week of their 2021 annual leave entitlement by the end of June. All annual leave carried over from 2020 must also have been used by then (although this should be used much sooner if possible). Follow the normal procedure for booking annual leave and confirm your chosen days of annual leave with your manager.

This applies to employees who are on furlough leave (they will receive full pay for holidays taken on furlough) as well as those still at work.

### Changes to Travel Bans and Quarantine Hotels

While overseas travel is currently only permitted for essential reasons, we are aware that some employees are travelling for work purposes, while some business units in the UK require contractors from other countries.



Please be aware of the changing restrictions around travel, particularly the increasing number of countries being added to the UK's 'red list', aimed to prevent spread of the variant from South Africa. As of 4am on Friday, the UAE (which includes Dubai), Burundi and Rwanda were added to the list.

The UK travel ban list mainly covers countries in South America and southern Africa as well as Portugal and Cape Verde. People who have been in or transited through the countries on the list in the last 10 days will not be granted access to the UK. This does not include British and Irish Nationals, or third country nationals with residence rights in the UK, who will be able to enter the UK but are required to self-isolate for 10 days on arrival along with their household.

Additionally, the Government is soon going to implement new measures which mean all arrivals to the UK from countries on the 'red list' will be required to quarantine in hotels for 10 days on their arrival, without exception. These new measures will impact any employees returning to the UK, or contractors travelling to the UK for work. Please take this into consideration when making any plans and speak to your HR Business Partner if you have any questions.

For the complete list of countries subject to the travel ban, click [here](#).

### Employee Assistance Programme

**Free, confidential support and counselling available for all employees**

If you're worried about a work, family or personal issue then the Employee Assistance Programme can help, 24/7.

Support with everything from consumer rights to bereavement, depression & anxiety to childcare.

Visit [www.lifestyle-support.co.uk](http://www.lifestyle-support.co.uk) (username: cemex / password: cemex) or call 0808 1682143