

Flowchart: Guidance for dealing with un-vaccinated staff



1. Is staff member intending to be vaccinated?

Yes:

Seek confirmation of vaccination dates. Advise that first vaccine must be administered by 16 September 2021. Advise of need to be fully vaccinated by 11 November 2021. Continue to monitor and obtain evidence of fully vaccinated status.

No:

Go to 2.

2. Is the staff member exempt from vaccination?

Yes:

Obtain and retain evidence of exemption.

No:

Go to 3.

3. Communicate with staff member about effect on their employment if they continue to be unvaccinated and warn them that they may face dismissal. Arrange a meeting to discuss the situation with the individual. Allow the individual to bring a union representative or colleague and take detailed notes of the meeting. After the meeting, do they still intend to refuse the vaccine?

Yes:

Go to 4.

No:

Go to 1.

4. Are there any roles with the organisation that do not require vaccination and that would be suitable for that member of staff?

Yes:

Consult with individual about the option of moving to that role. If they refuse, go to 5. If they accept, vary their contract in writing accordingly.

No:

Go to 5.

5. Write to the member of staff notifying them that they are being dismissed on the grounds that the individual could not continue to work in the position which they held without the employer contravening a duty or restriction imposed by or under an enactment. Either allow the individual to work their notice period (if it would expire within the 16 week grace period) or pay them in lieu of notice. Pay them in lieu of any accrued but untaken annual leave.