



HR | Leave FAQ 18th March 2020

In these unprecedented times, it is critical we are all doing our utmost to contribute to slowing the spread of COVID-19.

This involves taking measures to ensure our staff and their families are safe, and also taking measures to ensure we maintain a safe workplace.

Employee Leave FAQs

1. What leave should I be taking?

We are faced with many scenarios at present and a constantly moving situation. It is the general recommendation that anyone who would like to take this opportunity to take annual leave to be with their families that this leave will be generally supported, subject to the continuity of business-critical roles.

Employees who have over 8 weeks of annual leave are strongly encouraged to come to an arrangement with their direct managers to reduce these excess balances immediately.

Employees who have already have annual leave booked will be required to continue with their booked annual leave i.e. no cancellations and credits will be available.

2. If my personal travel destination is on the government's high-risk list, what remuneration am I entitled to during the isolation period on my return?

The Government has now advised against all non-essential travel and implemented mandatory quarantine periods for all returned passengers / 14 days.

Any employee that elects to travel subsequent to the full arrivals quarantine measures being announced will need to access other leave including annual leave, long service leave, or leave without pay for the period of their self-isolation.

Where employees are currently travelling, the following apply:

- If the country is added to the list whilst you are/were away, employees will be paid at normal time for your period of self-isolation. If possible, you should make arrangements to work from home productively.
- If the country is/was already on the list and you elected to travel, employees will need to take annual leave or unpaid leave for the mandated isolation period.

3. What does isolation mean?

Where full isolation is required, government advice must be followed. Please refer to www.health.gov.au for full details.

4. What if my personal leave accrual does not cover the isolation period, or sickness or carer's responsibilities?

If you exhaust your personal / carer's leave, you must then access other leave including annual leave, long service leave, or leave without pay.

5. If I become unwell with coronavirus or I need to care for a family member who is affected, what leave will apply?

If this has occurred, please contact your local HR team and we will support you through your self-isolation period. Personal / carer's leave will apply to permanent employees where:

- the employee is not fit to work because they have contracted the virus; or
- the employee needs to look after a family member, or a member of the employee's household who is sick with the virus.

If you exhaust your personal / carer's leave, you must then access other leave including annual leave, long service leave, or leave without pay.

6. If I need to look after a family member because of a facility or school shutdown and cannot work from home, what leave will apply?

If you need to look after a family member as a result of school or other facility shut down and cannot fulfil the requirements of your role from home, personal / carer's leave will be paid to the extent available.

7. If I come into contact with a confirmed case of coronavirus and need to self-isolate, what leave can I use for this period?

If this has occurred, please contact your local HR team and we will support you through your self-isolation period. Personal / carer's leave will apply to permanent employees to the extent available.

If you exhaust your personal / carer's leave, you must then access other leave including annual leave, long service leave, or leave without pay.

8. Isolation period due to contact with a person who is undergoing testing for coronavirus / covid-19?

If an employee elects to or is advised to self-isolate due to having contact with someone who is awaiting testing results, then sick leave will apply for the period until the results are known. The employees need to proactively advise their managers of this process.

9. Is a medical certificate required to return to work after self-isolation?

Employees should follow the www.health.gov.au and their medical practitioners' advice at all times. The current advice is that employees may return to work at the end of their 14-day self-isolation period if they are not showing any symptoms as per www.health.gov.au guidelines. If there are any symptoms during this periods, employees must speak to their health professionals or call the nation Covid-19 hotline.

10. How long does this policy apply?

The global situation is moving rapidly and we cannot place estimates on the duration of this global crisis and these policies. We will continue to keep all staff informed.

11. If I'm feeling unwell with general sickness, what should I do?

We encourage you to remain home and access your personal leave in the event you are unwell. You should review the www.health.gov.au guidelines and also speak to your health professionals

YOU MATTER. ALWAYS.