

# Council Policy – COVID-19 Leave

<b>Responsible Directorate</b>	Executive Services
<b>Responsible Business Unit/s</b>	Human Resources
<b>Responsible Officer</b>	Chief Executive Officer
<b>Affected Business Units</b>	All

## Objective

The objective of this Policy is to outline the terms and conditions associated with leave related to the COVID-19 pandemic. This policy covers provisions that are in addition to other leave provisions prescribed by the National Employment Standards and the Local Government Industry Award 2010.

## Scope

This Policy is intended to supplement and summarise employment conditions contained in awards, legislation and enterprise agreements but not to override them. To ascertain the rights and responsibilities of both the Shire and employees, the parties should always refer to the primary documentation, e.g. Local Government Industry Award 2010.

## Policy

### 1. COVID-19 Leave

#### 1.1 Objective

This policy outlines the provision of additional paid leave for employees in response to the COVID-19 pandemic and the conditions under which it may be taken.

#### 1.2 Policy

- a) Full Time and Part Time employees are entitled to 10 days COVID-19 leave (76 hours for a full time employee, pro rata for part time employees) as a one-off allocation following an applicable confirmed diagnosis of COVID-19. Each 'day' of COVID-19 leave will be calculated according to the rostered or ordinary hours an employee would have worked on that day.
- b) COVID-19 leave will be allocated as a one-off lump sum and will be available under the circumstances outlined in this policy as agreed by the CEO and Council.
- c) COVID-19 leave will not affect existing annual leave, personal leave or long service leave accruals.
- d) The following circumstances will provide access to COVID-19 leave:
  - i. Employees who have received a confirmed diagnosis of COVID-19.
  - ii. A direct member of the household where the employee permanently resides has received a confirmed diagnosis of COVID-19.
  - iii. In the event of both scenarios i and ii occurring, an employee is entitled to access COVID-19 leave on one occasion only.
  - iv. Employees who receive a confirmed diagnosis of COVID-19, may access the leave provisions of this policy in the first instance. If ongoing leave is required, employees may access existing personal or sick leave entitlements.



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- v. Employees who are required to self-isolate because of an Australian Government requirement that they self-isolate, but are not sick, will be considered on a case-by-case basis by the CEO for COVID-19 leave, once personal, sick and/or annual leave has been exhausted.
  - e) Employees may access a combination of existing leave provisions outlined in the Business Operating Policy (BOP) 1.4.11 - Leave (National Employment Standards), for all other leave required during the pandemic, which include:
    - i. Annual Leave
    - ii. Personal/Sick Leave
    - iii. Long Service Leave
    - iv. Rostered Day Off accruals
    - v. Compassionate Leave
    - vi. Public Service Holidays
    - vii. Unpaid Leave.
  - f) Employees who may be at higher risk than the general population in respect to COVID-19 are encouraged to continue to work, or work from home where possible.
  - g) Nothing in this policy prevents the CEO from amending work arrangements of staff in consultation with Council in line with the Shire's Business Continuity Plan and Commonwealth or State Government direction.
- 1.3 Procedure**
- a) Employees should read this policy and discuss it with their Manager and/or HR.
  - b) The employee requesting COVID-19 leave must submit a leave request through OneComm, and include the required evidence of the diagnosis.
  - c) A leave type is available for use in OneComm for COVID-19 leave.
- 1.4 Duration**
- a) The duration of this policy will be determined in accordance with decisions / resolutions passed by Council.

## Definitions

**COVID-19 leave** means to allow an employee to be paid while having time off from work as a direct result of a COVID-19 diagnosis based on the terms and conditions outlined in this policy. Employees have access to 10 days COVID-19 leave pro-rata.

**compassionate leave** means employee entitlement to leave upon the death or serious illness of certain family members.

**leave without pay** means employee options when unpaid leave is requested.

**long service leave** means employee entitlement to Long Service Leave in accordance with the provisions of the Long Service Leave Regulations.

**personal/carers leave** means personal/carers leave covers both sick leave and carer's leave. Employees have access to 10 days per year, pro-rata.

**public service holidays in lieu** means two additional public holidays per annum.

**hours of work – rostered days off** means the rostered day off accrual in accordance with Business Operating Policy (BOP) 1.4.11 - Leave (National Employment Standards).

**Council Policy – COVID-19 Leave****Relevant Policies/Council Documents**

- Business Operating Policy (BOP) 1.4.11 - Leave (National Employment Standards)

**Legislation/Local Law Requirements**

- *Fair Work Act 2008*
- *Local Government Industry Award 2010*

Office Use Only				
Relevant Delegations				
Council Adoption	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	