

UQ COVID-19 Declaration for the purposes of accessing paid COVID-19 Special Leave

This declaration is to be used only when other evidence is unable to be provided. Other examples of evidence *may* include (but are not limited to):

- a screenshot of a positive COVID-19 test result
- letter or certificate from a relevant medical professional.

Please note that Continuing and Fixed-term staff can only access COVID-19 Special leave after their Personal Leave (Sick and/or Carer's) entitlement is exhausted.

For Fixed-term and Continuing staff, a copy of the signed declaration can be uploaded when applying for COVID-19 Special Leave in Workday.

For Casual staff, a copy of the signed declaration should be emailed or shared with your manager/supervisor when seeking approval for COVID-19 Special Leave.

Fixed-term and Continuing staff

I _____ of _____ declare that I (select all that apply):
(insert full name) (insert area of UQ)

have contracted COVID-19 *and* am unable to work from home/online.

am required to provide care or support as a result of COVID-19 to someone who is a dependent child, immediate or extended family, significant other or household member *and* am unable to work from home/online.

am isolating due to COVID-19 and unable to work from home/online.

have another reason for accessing COVID-19 Special Leave (if this option is selected, please provide a short explanation below):

Casual staff

I _____ of _____ declare that I (select all that apply):
(insert full name) (insert area of UQ)

unwell due to COVID-19 and am unable to undertake my rostered work from home/online *and* my work cannot be undertaken at another time.

isolating due to COVID-19 and am unable to work from home/online *and* my work cannot be undertaken at another time.

have received short notice cancellation (within 7 days) of my projected casual work commitment within the next 14 days and have not been offered alternative work options for the projected period.

have another reason for accessing COVID-19 Special Leave (if this option is selected, please provide a short explanation below):

I make this declaration conscientiously believing the content to be true.

Name:

Date:

Signature:

Portfolio/Institute/Centre/School:

Primary manager/supervisor's name and position: