



COVID-19 Leave Fact Sheet

Effective 7 January 2022

Please note that the content of this document and staff leave provisions may change as the pandemic evolves.

Aim

This document outlines the leave options available to staff, including casual staff, impacted by COVID-19.

Fixed-term and Continuing staff

UQ offers Personal Leave (Sick and Carer's) provisions to support Fixed-term and Continuing staff who are unwell or required to care for others.

If impacted by COVID-19 Personal Leave should be used first, including for periods of isolation where staff are unable to undertake work from home/online.

COVID-19 Special Paid Leave, **of up to 10 working days** (or pro-rata according to FTE) per calendar year, is available to Fixed-term and Continuing staff who have exhausted their Personal Leave balance *and* who:

- have contracted COVID-19 *and* are unable to work from home/online; *or*
- are required to provide care or support because of COVID-19 to someone who is a dependent child, immediate or extended family, significant other or household member *and* are unable to work from home or online; *or*
- are required to self-isolate due to COVID-19 *and* are unable to work from home/online.

Other leave options

Once COVID-19 Special Paid Leave is exhausted, staff should discuss other leave options (for example, recreation leave, flexi-time, TOIL (Time Off In Lieu), unpaid leave, etc) with their manager/supervisor.

Casual staff

Casual staff impacted by COVID-19 may claim their projected rostered working hours within one 14-consecutive-day period (of up to 10 working days) per calendar year if:

- they have contracted and/or are diagnosed with COVID-19 *and* they are too unwell or unable to work from home *and* the work cannot be undertaken at another time; *or*
- they are required to isolate due to COVID-19 and are unable to work from home and/or the work cannot be undertaken at another time; *or*
- projected rostered work is cancelled due to COVID-19 with less than seven days' notice *and* they are not offered suitable alternative work options for the projected rostered period.

Staff unable to work due to COVID-19 may have access to government payments such as the Pandemic Leave Disaster Payment – Queensland.

Application Process

Continuing and Fixed-term staff:

Continuing and Fixed-term staff impacted by COVID-19 can apply for [Personal Leave](#) and [COVID-19 Special Paid Leave](#) through Workday.



Managers are responsible for ensuring the staff member's Personal Leave is exhausted before approving COVID-19 Special Paid Leave.

Casual staff:

HR is developing an application process to support claims of projected working hours by casual staff impacted by COVID-19. In the interim, Casual staff can seek approval to claim projected rostered working hours via an explanatory email with evidence to the supervisor who ordinarily approves their attendance timesheets. Once written approval has been received via email, staff should submit their timesheets for the projected rostered hours within the 14-day window.

Evidence requirements

All staff, including casual staff, are required to provide evidence which is satisfactory to their manager/supervisor when applying for COVID-19 Leave. Evidence *may* include (but is not limited to):

- a screenshot of a positive COVID-19 test result; *or*
- a [Staff COVID-19 Declaration](#); *or*
- a letter or certificate from a medical professional.

COVID-19 Leave requests should not be rejected by a manager/supervisor before seeking advice from AskHR (via askhr@uq.edu.au or 07 3365 2623).

Further assistance

If this document does not provide the required information or you need further clarification, please contact AskHR via askhr@uq.edu.au or 07 3365 2623.