COVID-19 Special Leave Fact Sheet

Effective 8 July 2020

About
A new and specific leave entitlement (COVID-19 Special Leave) of up to 10 working days (pro-rata) is available to support you in dealing with the impacts of COVID-19.

This leave which was introduced effective Monday 16 March 2020 is a discretionary entitlement and is subject to change at any time, without notice.

Eligibility
COVID-19 Special Leave is available to eligible Continuing and Fixed term staff who:
- have (or may have) contracted COVID-19;
- have to provide care or support to someone as a result of COVID-19 who is a dependent child, immediate or extended family, significant others or household member and is unable to work from home; and
- have been directed by a government or medical/public health authority to self-isolate due to COVID-19.

Casual Staff
If your projected rostered work has been cancelled as a result of COVID-19 and you can do alternative work within UQ’s facilities or by working from home (as approved by your Supervisor) you will be paid for that work.

If:
- you are unable to do alternative work; or
- you are sick with COVID-19; or
- you have a medical certificate stating you should not be in the workplace because of COVID-19-related risks,
you will be paid COVID-19 Special Leave for your projected roster work over the two week period that follows.

This support represents the limit of COVID-19 Special Leave regardless of the amount of rostered hours over the two week period.

Procedure
For staff to access COVID-19 Special Leave:
1. all Personal Leave (Sick) should be exhausted first;
2. apply for COVID-19 Special Leave through MyAurion
3. Once COVID-19 Special Leave is exhausted:
   - Staff - should discuss other leave options such as flex-time, TOIL (Time Off In Lieu) and VBT (Voluntary Banked Time) and consult with your HR Business Partner.
   - Managers - should seek support and any clarification required from their HR Advisor or AskHR askhr@uq.edu.au or 07 3365 2623.

Evidence Requirements
Staff are required to provide a medical certificate or statutory declaration for Personal Leave or COVID-19 Special Leave of more than three consecutive days. In cases, where it is not possible to obtain a medical certificate, this needs to be cleared with your supervisor.

Staff who are directed to self-isolate by a government or medical authority will need to provide a copy of the quarantine order or equivalent.

Exceptions
Staff who have taken personal travel to a country that, due to COVID-19, has an Advice Level of 2 or above on the Smartraveller website on the date the employee left Australia will not be eligible for COVID-19 Special Leave immediately on their return.

Staff who have taken personal travel to a domestic location outside of Queensland after the Queensland Government restricted travel across borders, will not be eligible for COVID-19 Special Leave for the 14 day period of self-isolation required upon their return.