COVID-19 Special Leave Fact Sheet

Effective 14 December 2021

This document outlines the COVID-19 Special Leave arrangements available for staff. If this document does not provide the information you require, seek advice from AskHR.

Level 1 restrictions:
The University currently operates under Level 1 restrictions, as per the Business Continuity Plan.

COVID-19 Special Leave

This is a specific leave entitlement of up to 10 working days per calendar year (pro-rata) available to support staff in dealing with the impacts of COVID-19. Approval is subject to Level 3 Manager approval (see table below).

COVID-19 Special Leave is available to Continuing and Fixed term staff who:
- have contracted COVID-19 and are unable or too unwell to work from home or online;
- are 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 are unable to work from home or online and have exhausted their carers (personal) leave balances; or
- have been directed by a government or medical/public health authority to self-isolate due to COVID-19 and cannot perform your role from home.
- do not have adequate equipment or resources to perform work from home and where alternative arrangements cannot be made.

Refer to the flowchart on page 3 for a visual representation of the above.

Casual Staff

Casual staff who have rostered work and undertake those activities working from home will be paid according to the original rostered time. If work is moved to another time, then the payment will be made at the time the work is performed. If the work is cancelled as a result of COVID-19, casual staff may apply for COVID-19 Special Leave based on projected rostered work, up to a maximum of 10 days.

Procedure

For Continuing and Fixed term staff to access COVID-19 Special Leave:

1. Apply for COVID-19 Special Leave through Workday (Special Paid Leave)

2. Once COVID-19 Special Leave is exhausted:
   - Staff should discuss other leave options such as recreation leave, flex-time, TOIL (Time Off InLieu) and VBT (Voluntary Banked Time)
For Casual staff to access COVID-19 Special Leave:
1. Complete Casual Salary Adjustment with “COVID” noted in Reason for Adjustment
2. Supervisor to Approve and seek approval from Level 3 Manager or above (see table below)
3. Approval with completed form to be sent to payroll@uq.edu.au

Evidence Requirements
You are required to provide evidence satisfactory to your Supervisor and UQ when applying for Personal Leave or COVID-19 Special Leave, for example a copy of a Queensland Health Directive, Medical Certificate, or Statutory Declaration. If you are directed to self-isolate by a government or medical authority you will need to provide a copy of the Quarantine Order or equivalent.

Personal Travel
Staff who have taken personal travel (i.e. travel which is not for UQ) 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.

Management levels for approvals:

<table>
<thead>
<tr>
<th>MANAGEMENT LEVEL &amp; NAME</th>
<th>GROUP REFERENCE</th>
<th>AUTHORISED POSITIONS BASED ON JOB PROFILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CHIEF EXECUTIVE</td>
<td>Vice-Chancellor and President</td>
<td>Vice-Chancellor and President holds all HR authorisations in this Schedule and is listed for ease of reference only</td>
</tr>
<tr>
<td>2 SENIOR EXECUTIVE</td>
<td>Vice-Chancellor’s direct reports</td>
<td>Provost &amp; Senior Vice-President, Chief Operating Officer, Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Research), Deputy Vice-Chancellor (External Engagement)</td>
</tr>
<tr>
<td>3 EXECUTIVE</td>
<td>University Senior Leadership Group</td>
<td>Deputy Provost, Pro Vice-Chancellor (Advancement), Pro Vice-Chancellor (Global Engagement &amp; Entrepreneurship), Pro Vice-Chancellor (Indigenous Engagement), Pro Vice-Chancellor (Research), Pro Vice-Chancellor (Research Infrastructure), Pro Vice-Chancellor (Research Partnerships), Pro Vice-Chancellor (Research Training), Pro Vice-Chancellor (Teaching and Learning); Executive Deans; Institute Directors from the following Institutes: Queensland Brain Institute, Sustainable Minerals Institute, Institute of Molecular Bioscience, Australian Institute of Bioengineering and Nanotechnology, and Queensland Alliance for Agricultural and Food Innovation; Chief Marketing and Communication Officer; Chief Financial Officer; Chief Human Resources Officer; Chief Information Officer; University Librarian; Academic Registrar; Director Property &amp; Facilities and Director Planning and Business Intelligence</td>
</tr>
<tr>
<td>4 GROUP MANAGER</td>
<td>Faculty / Institute Management</td>
<td>Heads of Schools; Deputy Executive Deans; Associate Deans; Institute Deputy Directors; Medical Dean; Faculty Executive Managers; Institute Deputy Director</td>
</tr>
<tr>
<td></td>
<td>Deputy Director or equivalent</td>
<td>Central Services and Divisions - Directors; Deputy Directors; Associate Directors or equivalent positions directly reporting to a Management Level 3 position</td>
</tr>
<tr>
<td>5 SENIOR MANAGER</td>
<td>School / Centre Management</td>
<td>Deputy Heads of School; Institute Centre Directors; Faculty Centre Directors; University Centre Directors; School Managers; Institute Managers; Director; Institute of Modern Languages</td>
</tr>
<tr>
<td></td>
<td>Associate Director or equivalent</td>
<td>Central Services and Divisions - Deputy Directors; Associate Directors; Section Managers; or equivalent positions directly reporting to a Management Level 4, or above, who are not specifically listed in Management Level 4</td>
</tr>
<tr>
<td>6 MANAGER</td>
<td>Managers</td>
<td>Supervisors (academic or professional) or other staff management positions directly reporting to a Management Level 5, or above</td>
</tr>
<tr>
<td>7 SUPERVISOR</td>
<td>Supervisors</td>
<td>Supervisors (academic or professional) or other staff management positions directly reporting to a Management Level 6, or above or any Academic Level 8 or above who is eligible to hire staff members on research (contingent) funded positions</td>
</tr>
<tr>
<td>8 EMPLOYEE</td>
<td>Employees</td>
<td>All other continuing, fixed term and casual academic and professional staff members</td>
</tr>
</tbody>
</table>

If you require support or clarification, please contact AskHR via askhr@uq.edu.au or 07 3365 2623.
Work and leave arrangements

- Need to work on campus to perform work?
  - No: Work from home
  - Yes: Approval required to work on campus
    - Approval required by one of the following:
      - Deputy/Associate Dean
      - Director/Associate Director
      - Head of School or Faculty
      - Executive Manager/Deputy Director Operations

- Directed to isolate or test? Personal decision to test?
  - Yes: Test
    - Test Positive?
      - Yes: Can access COVID19 Special Leave
      - No: Can work remotely?
        - Yes: Exhausted COVID Leave?
          - Yes: Personal (sick) Leave
          - No: Personal (sick) Leave
        - No: Personal (sick) Leave
  - No: Personal (sick) Leave

- Can access COVID19 Special Leave?
  - Yes: Personal (sick) Leave
  - No: Personal (sick) Leave

- Can perform Covid duties directly relating to COVID19?
  - Yes: Exhausted Personal (sick) Leave
  - No: Exhausted COVID Leave?
    - Yes: Personal (sick) Leave
    - No: Personal (sick) Leave

If partial duties can be completed, COVID special leave can be pro-rated if agreed with supervisor.

Yes – take carers leave

Yes – agree with supervisor suitable timing to get tested