COVID-19 Special Leave factsheet

Effective 29 June 2021

This document remains subject to change in line with latest advice and instruction from government and health authorities. Conditions and responses to the pandemic are highly contextual and may change at short notice. Seek advice from AskHR before relying on this document.

About
In the event of a Commonwealth or State Health Authority ruling to isolate, the following should be considered:

- Work from home and online where possible; or
- Seek approval to work from campus, based on the essential nature of work; or
- If unable to work from home due to nature of work, seek manager’s approval to be productive through completing other activities such as mandatory training.

In the event that none of the above apply, then you may be eligible for COVID-19 Special Leave after exhausting other relevant forms of personal and recreation leave.

A specific leave entitlement (COVID-19 Special Leave) of up to 10 working days (pro-rata) may be approved in certain circumstances to support you in dealing with the impacts of COVID-19, subject to Level 3 Manager approval.

If you are awaiting COVID-19 test results, you must not attend campus.

Eligibility
COVID-19 Special Leave applies to continuing and fixed-term staff who have exhausted their leave balances (personal and recreation) and who:

- have (or may have) contracted COVID-19 and are unable or too unwell to work from home or online; or
- are unable to work from home or online and is 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; or
- have been directed by a government or medical/public health authority to self-isolate due to COVID-19 and cannot perform their role from home or online.

Casual staff whose projected rostered work has been cancelled as a result of COVID-19 and who can do the work at home (as approved by their supervisor) or perform their work on other dates or undertake alternative approved work, may be paid for their projected rostered work. Casuals may apply for a payment in lieu, based on projected rostered work, up to a maximum of 10 days, irrespective of hours.

Procedure
For continuing and fixed-term staff to access COVID-19 Special Leave:
1. All leave (personal and recreation) should be exhausted first
2. Application for COVID-19 Special Leave is made 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).

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
3. Approval with completed form to be sent to payroll@uq.edu.au.
**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 supervisor.

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

**Personal travel**
Staff who have undertaken personal travel (i.e. travel not for UQ) to a domestic location outside Queensland, and after the Queensland Government had 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.

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