



COVID-19 Special Leave introduced

Effective Monday 16 March, 2020

A new and specific leave entitlement of up to **10 working days** (pro-rata*) will be available to eligible staff to support them in dealing with the impacts of COVID-19. The table below outlines various scenarios and the leave provisions that apply. Provisions for casual staff are also outlined below.

If COVID-19 Special Leave is exhausted, staff should consider other leave options such as flex-time, TOIL (Time Off In Lieu) and VBT (Voluntary Banked Time) and consult with their HR Business Partner. Managers should seek support and any clarification required from their [HR Business Partner](#) or AskHR askhr@uq.edu.au or 07 3365 2623.

Please note COVID-19 Special Leave is a discretionary entitlement and is subject to change at any time, without notice.

COVID-19 Special Leave provisions are effective from **Monday 16 March, 2020**.

Continuing and Fixed Term Staff (Note: evidence requirements detailed on page 2)

No.	Scenario	Procedure
1	I am sick and have (or may have) COVID-19	<ol style="list-style-type: none"> Staff should take Personal Leave (Sick) If you have COVID-19 and have exhausted Personal Leave, use COVID-19 Special Leave
2	I have been advised by a healthcare authority to self-isolate due to COVID-19	<ol style="list-style-type: none"> Discuss work from home arrangements with your supervisor and HR If you cannot work from home, use COVID-19 Special Leave
3	I have become sick with COVID-19 while I am self-isolating	<ol style="list-style-type: none"> Staff should take Personal Leave (Sick) If exhausted, use the remaining COVID-19 Special Leave
4	I have a medical certificate stating that I should not be in the workplace due to COVID-19	<ol style="list-style-type: none"> Discuss alternative work arrangements, such as working from home or a different location with your supervisor and HR If this is not possible, use COVID-19 Special Leave
5	I want to stay at home as a precaution against being exposed to COVID-19	<ol style="list-style-type: none"> Discuss and seek approval for work from home arrangements with your supervisor and HR If you cannot work from home, staff should apply for Annual Leave or other forms of paid or unpaid leave
6	I need to stay home to provide care to someone who has COVID-19	<ol style="list-style-type: none"> You may be required to self-isolate Discuss work from home arrangements with your supervisor and HR If you cannot work from home, use COVID-19 Special Leave <p><i>Note: you must notify your supervisor and HR if you become sick during this period</i></p>



7	I need to stay home to provide care to someone as an indirect result of COVID-19 but the person being cared for does not have COVID-19 (example: school/day care closure, dependent asked to self-isolate)	<ol style="list-style-type: none"> 1. Discuss work from home arrangements with your supervisor and HR 2. If you cannot work from home, apply for Carer's Leave (Carer's Leave may be taken at a fractional rate alongside a work from home arrangement) 3. If exhausted, apply for Annual Leave or other forms of paid or unpaid leave <p><i>Note: you must notify your supervisor and HR if you become sick during this period</i></p>
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* **Note:** All references to periods of entitlement are pro rata based on a staff member's ordinary hours of work. If you are not able to work the full complement of your ordinary hours at home, you will be paid pro-rata for the hours you actually can work effectively from home.

Casual staff

<p>If your projected rostered work has been cancelled as a result of COVID-19 and you can work from home, you will be paid for the work you have done. You will be paid COVID-19 Special Leave for your projected roster time over the next two-week period, where:</p> <ul style="list-style-type: none"> • you can't work from home • you are sick with COVID-19 • you have a medical certificate stating you should not be in the workplace because of COVID-19-related risks.

Evidence requirements in scenarios 1, 2, 3, 4

- Staff are required to provide a medical certificate or statutory declaration for Personal Leave (Sick and Carer's) 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 test positive for COVID-19 will require a medical certificate clearing them to return to work.

Evidence & approval requirements for working from home in scenarios 5, 6, & 7

- Supervisors will need to approve any work from home arrangement and inform askhr@uq.edu.au.
- Staff may be required to provide supporting documentation (such as an email confirming a school closure).

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](https://www.smartraveller.gov.au) website on the date the employee left Australia will **not** be eligible for COVID-19 Special Leave immediately on their return.