

**FAQ’s COVID-19: LEAVE ARRANGEMENTS**

This is accurate as of: 27 October 2022

A virtual helpline has been set up on the microsite, you can also direct your query through this avenue.

[PCCbusinesspartners@wh.org.au](mailto:PCCbusinesspartners@wh.org.au)

**Staff Clinic Contact: Email**: [whscovid-19staffclinicenquiries@wh.org.au](mailto:whscovid-19staffclinicenquiries@wh.org.au)or **Telephone:** via Switch 8345 6666, choose option 1

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| **Legend** |
| DH = Department of Health |
| RAT = Rapid Antigen Test |
| PCR = Polymerase chain reaction |
| Household Contact = *Someone who lives with another person who is COVID Positive* |

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| **SITUATION** | **LEAVE NOTES and DELEGATED APPROVAL** | **Evidence Required** |
| Employee is unwell (symptomatic) | Test waiting period = COVID Special leave applies | Medical certificate and test result text clearly indicating the date of test result received. |
| Employee has received a positive test result  Employer imposes a quarantine period in excess of 7 days  If an employee is still unwell after the 7-day isolation period, and the employer has not imposed a longer isolation period | 1. They should be supported to work from home wherever possible and they are well enough to do so.  2. If the nature of their work means they cannot perform their normal duties from home, managers should identify alternative duties the employee can perform from home.  3. If they are unwell and/or the nature of their work means there are no alternative duties that can be performed from home, the employee is entitled to special leave.  Paid COVID Special Leave applies for the additional days unless there are extenuating circumstances to disallow.  Personal leave can be accessed | RAT or PCR test evidence and DH notification text with Reference number clearly indicating the date of test result received. |
| Employee returned a negative RAT result but is symptomatic | PCR Test | Should you need further clarification please contact People & Culture. |
| Employee is a **household close contact** to a COVID-19 positive case.\*  Where the employer determines that it is not appropriate for the close contact to return to work during the 7 day self-isolation period | Employers can presume healthcare workers who are close contacts are ready,willing and available to attend work, provided that they feel well, are symptom-free, and return negative rapid antigen tests prior to their shift.  There may be two situations where this is not the case. Firstly, an employee who is symptomatic despite returning a negative rapid antigen test. In this case,employees should be encouraged to have a PCR test. Second, an employer may determine based on an assessment of risk that the nature of the healthcare worker’s workplace means it is not appropriate for a close contact to return to work during the 7-day self-isolation period. In either of these two situations:  1. the employer and employee may consider ‘working from home’  arrangements for some or all of the - isolation period where practical and appropriate.  2. where it is agreed that working from home is not reasonable, practical or appropriate, staff can access special leave for the 7-day self-quarantifne period.  Working from home or other flexible working arrangements need to be considered if able to do so.  OR  Where agreed that working from home is not reasonable,practicable or appropriate, staff can access special leave for the 7 day period. | Should you need further clarification please contact People & Culture. |

**VACCINATION/ BOOSTER**

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| **SITUATION** | **LEAVE NOTES and DELEGATED APPROVAL** | **Evidence Required** |
| Special Leave Vacc COVID or Casual Special Leave Vacc COVID  *A special leave type, allows eligible employees to access paid leave outside of their existing leave entitlements. Must be supported by a medical certificate and relate to the receipt of COVID vaccination.*  Effective from 22 Aug 2021, an Employee will be provided with paid time for up to a maximum period of four (4) hours to attend a COVID-19 vaccination appointment | * This entitlement applies where an Employee is unable to attend an appointment during paid time and is subject to prior Manager approval * Where an employee receives the COVID-19 vaccination as part of the vaccination roll out program and experiences an adverse event following the immunisation that results in them being unable/ unfit to attend work   Special Leave with Pay COVID-19 is capped at a maximum of two (2) days per COVID-19 vaccination received | Medical certificate and vaccination verification |

**CARING RESPONSIBILITIES**

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| **SITUATION** | **LEAVE NOTES and DELEGATED APPROVAL** | **Evidence Required** |
| Employee’s immediate family is unwell/sick/ for any reason or a COVID-19 positive case | Carers leave | Follow normal personal leave evidence process |
| Care of primary dependents –  Forced child care or school closure | Carers Leave - only for the days stipulated not including school holidays as this will be Annual leave  **OR**  Working from home or other flexible working arrangements should be considered if able to do so. | DH documentation |

**OTHER**

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| **SITUATION** | **LEAVE NOTES and DELEGATED APPROVAL** | **Evidence Required** |
| Employee working from home  Please refer to working from home policy | Employees in non-patient facing roles, working from home arrangements may be considered where reasonable, practicable and appropriate. |  |
| Employee has health concerns and are in the ‘at risk category’ (vulnerable) | Working from home or other flexible working arrangements may be considered where reasonable, practicable and appropriate. If not appropriate annual leave, LSL or unpaid leave should be considered.  Consult with HR Business Partner for advice. |  |
| Employee has a family member in household who is in the ‘at risk’ category | Annual leave or LSL (week blocks only) to be considered.  Consideration to be given on a case by case basis. Due diligence given to operational requirements and fatigue management. |  |
| Employee requests pre-planned leave to be cancelled or deferred | Manager to consider if annual leave accrual is close to or in excess of 8 weeks. Consider if shifts have been replaced. May not be possible to accommodate.  Decision should be applicable to Industrial Instrument/ NES. Seek guidance from P&C Business Partner |  |
| Employee requests to take Annual leave or LSL | Consideration to be given on a case by case basis. Due diligence given to operational requirements and fatigue management.  Decision should be applicable to Industrial Instrument/ NES. Seek guidance from P&C Business Partner. |  |