

Working and leave in 2022 – P&C advice

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Leave Arrangements

What are the working /leave options if I test positive to COVID-19?

- Staff who feel fine after testing positive can work from home while isolating and recovering
- Continuing and fixed term staff who are unwell and unable to work can use personal (sick) leave as they would for any other illness.
- Casual staff who are unwell and unable to perform their rostered work are not eligible for paid leave.
- Continuing and fixed term staff that feel OK but are unable to work from home will be required to use personal (sick) or if they have exhausted their entitlement may use annual, long service or unpaid leave.

What leave is available if I am a close contact and have to isolate?

- Continuing and fixed term staff isolating as a close contact will be enabled to work from home wherever possible for the duration of their isolation period.
- In the limited cases where staff are unable to work from home in any capacity then
 - Annual leave / long service leave
 - Special paid leave per EA up to 5 days (to be approved by the Director P &C)
 - Leave without pay
- No leave is available for casual staff who are required to isolate if they cannot perform their rostered work from home.

SCHOOL ISSUES

If the school closes due to a COVID-19 outbreak what sort of leave can I book?

In these situations, staff can book carer's leave under clause 31.4.2 (ii) of the *Enterprise Agreement, 2019 to 2022* for the duration that the school is closed for cleaning purposes. Extract below:

A staff member may take paid personal/carer's leave if the leave is taken to provide care or support to a member of the staff member's family who requires care or support because of (ii) an unexpected emergency affecting that person.

Delayed school opening

The term 1 school start is delayed. Can I access Special Paid Leave for this period if I need to look after my children?

You should discuss working from home with your supervisor and if this is not possible then for continuing and fixed term staff annual leave or Long Service Leave should be accessed. Casual staff are not eligible for leave.

Is the recent decision to delay the school start considered as 'unexpected emergency' which may then fall in the carers leave category? Can I use carer's leave instead of annual or long service leave?

No. Carer's leave can only be used if you are caring for someone who is sick/unwell. The University does not consider this extension to the school holidays to be an emergency as per clause 31.4.2(iv) of the *Enterprise Agreement, 2019 to 2022*. Other forms of leave should be taken or considered.

I need to be at home to look after my (well) child that I have chosen to take out of school. Can I use my carer's leave for this?

No. If you choose to take your child out of school, you will need to access annual leave or long service leave.

I have very young children which makes it difficult to work from home. Can I access the Special Paid Leave or Carer's leave?

No. Personal/Carer's Leave is only to be used if someone is sick – it does not cover home-schooling or staff electing to keep their children at home. If you are unable to work from home, you will need to book annual or long service leave to cover this period. Alternatively, you could discuss with your supervisor flexible working hours whilst working at home.

I have children at home that I wasn't expecting to have due to the delay of school opening, and no other family members to look after them. What are my options (and what are the rules around the different types of leave available to me), and is there any flexibility based on how old/independent my children are?

You should first discuss with your supervisor working flexibly during this initial two-week period through working from home or combining this with some form of leave (annual or long service) if it is not possible for to complete your normal hours entirely from home.

What happens if there is if there is an extended school closure period after my school reopens? What are my options here?

If you are working from home and have older or independent children, this may not be an issue. If you have young children or need to provide home schooling, you may need to consider the following:

- taking annual leave or long-service leave;
- working flexible hours whilst at home;
- reducing your employment fraction; or
- a combination of the above.

All employment variations or leave requests are subject to supervisor approval.

Can leave balances go into negative during a temporary closedown of greater than 10 days?

Where you have exhausted your current leave entitlements, there has been agreement that annual leave and personal leave (if you are sick) can go into a negative balance of 5 days each.

WORKPLACE ISSUES

A staff member is bringing their primary school aged child to work (who has been following them around most of the day), is this ok?

Children are not to be brought not the workplace to be looked after. The employee may need to take annual leave or long service leave if they need to supervise their children during the day.

CASUAL STAFF

I am a casual professional staff member and I have been deemed a close contact from a university activity and have to isolate. Can I receive my scheduled payment?

No – you should discuss options to complete scheduled work from home during the isolation period with your supervisor. If working from home is not possible the University will need to engage another casual staff member to complete the work and you will not be eligible to be paid.

Depending on the circumstance some casual staff may be eligible for *The Australian Government Pandemic Leave Disaster Payment* which may provide up to \$750 if they can't earn an income because you or someone you're caring for has to self-isolate or quarantine due to COVID-19 .

WORKING FROM HOME

I want to work from home as I am worried about the risk of transmission in attending campus.

The university is closely monitoring guidance from SA Health regarding a return to working on site. Current guidance is that a graduated return to working on site should commence from 27 January 2022.

You should discuss individual flexibility arrangements including working from home with your supervisor who will consider your circumstances and the needs of the university and your local work area.

I can perform my duties at home, but I need to upgrade my internet connection (or get a connection set up). Will the University contribute to these extra costs?

No, the University will not contribute to your internet connection, however these are claimable expenses through your income tax return to the ATO.

I could perform my duties remotely whilst having to isolate, but I have circumstances that mean I can't work from home. What are my options?

Please refer to options outlined above and discuss leave options with your manager