



## Pandemic Leave Policy

### Objective

The City is supporting employees during the COVID-19 Pandemic period by providing additional pro-rata paid leave or 'Pandemic Leave'. This document details the City's Pandemic Leave as well as summarises the other types of leave available to employees.

### Scope

This policy applies to all permanent employees and temporary contract employees with more than 12 months remaining on their contracts.

Temporary contract employees with less than 12 months but more than 6 months would be entitled to 1-week pro-rata paid pandemic leave per calendar year.

### Policy Statements:

#### Paid Pandemic Leave

Up to two (2) weeks' pro-rata, paid pandemic leave will be available per calendar year in the following circumstances:

- An employee has contracted COVID-19;
- An employee is caring for a member of their household with COVID-19; and
- An employee is required to self-isolate due to contact with a confirmed case of COVID-19 and is unable to work from home.

#### Unpaid Pandemic Leave

On Wednesday, 1 April the Fair Work Commission (FWC) proposed to vary a number of awards including the Local Government Industry Award 2010 (LGIA).

The FWC has proposed to include two new clauses in the LGIA which will operate until Tuesday, 30 June. These new clauses cover Unpaid Pandemic Leave and Annual Leave at Half Pay.

An employee may take up to two weeks' unpaid leave if they are required by government/medical authorities or acting on medical advice, to self-isolate or are prevented from working in response to the COVID-19 pandemic, in circumstances where they are otherwise required to attend work at the employer's premises.

Employees wishing to use Unpaid Pandemic Leave do not need to exhaust all other leave entitlements prior to accessing the leave.

### Other Leave Entitlements

Employees can access other leave entitlements if they require more than 2 weeks leave or elect not to use the pandemic leave. These include:

- Annual Leave – at half or full pay
- Long Service Leave – at half, full or double pay
- Personal Leave
- Leave without Pay – once all other leave types are exhausted

### Legislative and Strategic Context

- Local Government Industry Award 2010
- National Employment Standards (NES)

### Review Position and Date

This policy is to be reviewed by the People and Culture Team as required and in-line with changes and directives issued by government bodies throughout the pandemic.

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
Manager People & Culture		Chief Executive Officer	
<b>Document Control</b>			
<b>File Number - Document Type:</b>		CM.STD.7 – Policy	
<b>Synergy Reference Number:</b>		NP20112771	
<b>Status of Document:</b>		<b>Council decision:</b> Draft	
<b>Quality Assurance:</b>		Chief Executive Officer and Council.	
<b>Distribution:</b>		Internal Document	
<b>Document Revision History</b>			
Version	Author	Version Description	Date Completed
0.1	Manager People & Culture	Drafted policy for review by Council. Synergy Ref: NP20112771.	16/04/2020