

## Work and Leave Arrangements during the COVID 19 pandemic – March 2021 update

Circumstances	Options	Entitlement	Approval
I travelled to a pre declared or known hot spot for personal reasons and seek to return to work but have been directed to self-isolate	Work from alternate location with approval of Manager  OR if not possible	No leave impact	Branch Manager/Supervisor approval in consultation with People and Culture
	Access annual or long service leave	Debit to annual leave or long service leave	Branch Manager/Supervisor approval in consultation with People and Culture
I have returned from a hot spot or declared COVID area and am not sick but am required to self-isolate.	Work from alternate location if possible  OR if not possible	No leave impact	Branch Manager approval
	Special Pandemic Leave	Limited consideration of Special Pandemic Leave, then annual or long service leave may also be utilised. Up to number of days per medical professional or Queensland Health advice.  <i>(Medical clearance or information regarding the basis for travel interstate may be required by approving Manager).</i>	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
I have returned from overseas and am not sick but am required to self-isolate.	Work from alternate location if possible  OR if not possible	No leave impact  Up to number of days per medical professional or Queensland Health advice.	Branch Manager approval

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	Special Pandemic Leave	Up to 20 days Special Pandemic Leave, then annual or long service leave may also be utilised. <i>(Medical clearance may be required to return to work).</i>	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
I am caring for a sick immediate family or household member/s who has a suspected or actual case of COVID-19. The family or household member is being or has been tested for COVID-19.	Work from alternate location if possible  OR if not possible	No leave impact	Branch Manager approval
	Carers leave (until exhausted)  THEN	As per balance	Manager approval
	Special Pandemic Leave	Up to 20 days Special Pandemic Leave, then annual or long service leave may also be utilised. <i>(Medical clearance may be required to return to work).</i>	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
My child's school/childcare has made a decision to close as a result of a suspected or confirmed case of COVID-19 where testing is occurring or has occurred.  OR	Work from alternate location if possible  OR if not possible	No leave impact	Branch Manager approval
	Carers leave (until exhausted) THEN	As per balance	Manager approval

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My child's school has made a decision to close and I am unable to attend work as I am required to care for my children.	Special Pandemic Leave	Up to 20 days Special Pandemic Leave, then annual or long service leave may also be utilised.	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
I am unable to attend work due to the unavailability of public transport which has been suspended due to the COVID-19 pandemic.	Work from alternate location if possible OR if not possible	No leave impact	Branch Manager approval
	Special Pandemic Leave	Up to 20 days Special Pandemic Leave	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
I am not sick but I am required to self-isolate in accordance with medical professional or Queensland Health advice.	Work from alternate location if possible OR if not possible	No leave impact	Branch Manager approval
	Special Pandemic Leave	Up to 20 days Special Pandemic Leave, then annual or long service leave may also be utilised.	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
I have been diagnosed with COVID-19. My symptoms are either not present or are very mild and I am well enough to	Work from alternate location if possible OR if not possible	No leave impact	Branch Manager approval

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work but am required to self-isolate in accordance with medical professional or Queensland Health advice.	Special Pandemic Leave	Up to 20 days Special Pandemic Leave, then annual or long service leave may also be utilised.	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
I have been diagnosed with COVID-19 and am sick and am required to self-isolate in accordance with medical professional or Queensland Health advice.	Sick leave (until exhausted)  THEN	Per balance	Manager approval
	Special Pandemic Leave	Up to 20 days Special Pandemic Leave, then further accrued sick, annual or long service leave may also be utilised	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
I am a casual employee and I am required to self-isolate in accordance with medical professional or Queensland Health advice	Work from alternate location if possible  OR if not possible	Not applicable	Branch Manager approval
	Special Pandemic Leave	Up to 20 days Special Pandemic Leave with payment based on average weekly wage over past 3 months.  <i>Applies to 'regular' casuals as defined below, other casuals discretionary per CEO decision**</i>	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
I am a casual employee and I have been diagnosed with COVID-19 and am sick and am required to self-isolate in accordance with medical professional or Queensland Health advice.	Special Pandemic Leave	Up to 20 days Special Pandemic Leave with payment based on average weekly wage over past 3 months.  <i>Applies to 'regular' casuals as defined below, other casuals discretionary per CEO decision**</i>	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required

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Circumstances	Options	Entitlement	Approval
I am willing and able to attend work but have been directed by Ipswich City Council not to attend work, and I am unable to work from alternate location or work at a reasonable alternative location.	Special Pandemic Leave	Directed to take special pandemic leave for period as directed.	Manager, P&C as delegate of CEO, with advice from relevant General Manager where required
I am exhibiting symptoms of COVID-19 at work, and I am directed to leave the workplace by my manager. I have been directed to attend a medical professional appointment or Queensland Health facility to be tested for COVID-19.	Sick leave	Per balance <i>(Medical clearance may be required to return to work).</i>	Manager approval

*Supporting documentation will be required for all periods of absence on paid special leave related to the COVID-19 pandemic. Where employees access paid Special Pandemic Leave as a result of sickness, or need to care for sick family or household members, they may not be required to provide a medical certificate; they may instead provide a copy of a record to confirm they (or their family member) have undergone a relevant assessment or such other documentation or advice which satisfies Ipswich City Council requirements.*

*\*'Regular' casual employees are determined by those who have been engaged on a regular and systematic basis, for a minimum period of six (6) months immediately before the employee seeks access to special pandemic leave. Payment will be based on their average weekly wage over the past three (3) months.*