



Temporary Coronavirus (COVID-19) Leave

Employee Terms and Conditions (Updated 22 February 2022)

The Town of Bassendean recognises that employees are facing unpredictable and challenging times during the COVID-19 pandemic.

At a Special Council Meeting held on 24 March 2020, Council endorsed the approval of 20 days COVID-19 paid leave for employees who have contracted COVID-19, need to care for another person who has COVID-19 or is required to self-isolate, cannot access school or other care arrangements because of COVID-19 or are otherwise prevented from working because of COVID-19.

The following provisions are to be read in conjunction with and in addition to relevant industrial instruments.

Provisions

As per the conditions outlined below, the Town may grant up to 20 days of COVID-19 leave to employees who:

- Have contracted COVID-19
- Need to care for an immediate family member who:
 - Has COVID-19 or is required to self-isolate
 - Cannot access school or other care arrangements because of COVID-19
- Are otherwise prevented from working because of COVID-19¹

Conditions

- COVID-19 Leave is available to all employees, including casuals* (see conditions below)
- COVID-19 Leave is paid leave, with pay calculated in the same way as for annual leave, excluding loading
- COVID-19 Leave will be paid as per the Town's fortnightly pay cycle
- COVID-19 Leave is calculated according to the rostered or ordinary hours an employee would have worked on that day

¹ COVID-19 Leave conditions do not apply during 'Stand-Down' provisions as per the *Fair Work Act 2009*

- COVID-19 Leave does not affect existing annual leave or long service leave accruals
- COVID-19 Leave is not accruable and may be taken at separate instances, however, the total amount of COVID-19 Leave taken will not exceed 20 days in accordance with the access period outlined below
- A maximum of 10 days COVID-19 Leave may be accessed up to 30 June 2022. A maximum of 10 days COVID-19 Leave may be accessed between 1 July 2022 and 30 June 2023
- On or after 14 February 2022, employees who test positive to COVID-19 may access COVID-19 leave before existing personal leave entitlements
- On or after 14 February 2022, employees who are subject to a Department of Health or Town direction to isolate may access COVID-19 Leave before other leave options if remote work is not possible
- COVID-19 Leave is not considered a break in continuity of service at the Town
- COVID-19 Leave cannot be taken at half pay, double pay or in advance

Casual Employees

Pay for casual employees is to be calculated according to the preceding four-week average of shifts worked at the Town.

Self-Isolation

- An employee required to self-isolate/quarantine because of Australian Government advice, but who is well, may access COVID-19 leave. Working from home arrangements will be accommodated wherever appropriate in line with the Town's 'Working from Home Guidelines'.
- Employees who go on overseas or interstate travel where a self-isolation/quarantine requirement is imposed by the Federal or State Government will not be able to access these provisions and will need to access relevant leave or leave without pay to comply with the requirements on their return to Australia/Western Australia.

Concerns about Exposure

Some employees may seek not to attend work because of reasonable concern about exposure to COVID-19, even though the employee is not required to self-isolate.

Following an individual assessment of risk, the Town may decide to:

- Allow the employee to access available leave or COVID-19 leave, or elect to take leave without pay; or
- Accommodate working from home arrangements, where appropriate and consistent with the Town's 'Working from Home Guidelines'; or
- Consider if the employee can be redeployed to another work area where the risk may be lower than their substantive position

Employees who contract COVID-19

An employee who has contracted COVID-19 can access:

- COVID-19 leave OR
- Existing personal leave entitlements OR
- Other leave entitlements i.e. annual or long service leave (if entitled), ADO, TIL, Unpaid Pandemic Leave as per the Award
- Leave without Pay

Employees who are required to care for someone else

Employees with caring responsibilities can access existing personal (carer's) leave entitlements. An employee who has no personal (carer's) leave entitlements can access COVID-19 Leave if they are caring for an immediate family member because:

- The immediate family member has COVID-19 or is in isolation or quarantine; OR
- A child's school has closed or the person's other care arrangements are unavailable because of COVID-19.

Evidence

Before granting COVID-19 leave, the Town may:

- Require employees to show reasonable evidence of their entitlement or to substantiate their concerns about exposure to COVID-19.
- Choose to waive any requirement for leave evidence if satisfied an absence is justified in response to the COVID-19 situation.

Records

- The Town will maintain records of COVID-19 leave granted for auditing and processing purposes.
- Employees must ensure the leave dates and hours taken for COVID-19 Leave are clearly marked on a leave form and timesheet. These requests can also be submitted to an employees' Line Manager via email.

Access Period

- Employees may request COVID-19 leave from the date of Council endorsement, 24 March 2020.
- COVID-19 Leave provisions cannot be back dated or back paid prior to the above date.
- A maximum of 10 days COVID-19 Leave may be accessed up to 30 June 2022. A maximum of 10 days COVID-19 Leave may be accessed between 1 July 2022 and 30 June 2023.
- The Town has introduced temporary COVID-19 leave to support and assist employees during the pandemic. The Town reserves the right to assess the COVID-19 leave provisions as required, or as the outbreak reaches deceleration phase in Australia and the worst of its collective effects are over.