

COVID-19 Leave Policy

1 Applies to

This Policy applies to:

- All permanent and fixed term employees in all Calvary services (together referred to as “**employees**” in this policy).

2 Purpose

Consistent with our values of hospitality, healing, stewardship and respect, Calvary is committed to providing employees COVID-19 Leave in accordance with relevant legislative, award, enterprise agreement, individual contract provisions, as a measure to ensure the safest possible environment for employees and vulnerable people in our care.

This Policy provides an entitlement for paid COVID-19 Leave and the requirements to access such leave. Should a greater entitlement be prescribed by an award or enterprise agreement or a Local Health policy, the greater entitlement applies.

This Policy also provides commitments to Calvary Aged Care and Disability Care service employees who are covered by ‘Single Site Restrictions’ to support the income, entitlements and service of those impacted.

3 Responsibilities

Line Managers

- Ensure that COVID-19 Leave provisions are applied appropriately;
- Ensure that COVID-19 Leave is entered in the relevant system for payment (e.g. Kronos, My Kiosk etc.);
- Ensure that any external reporting requirements are met, e.g. notification to the Public Health Unit (if required by the relevant State/Territory regulations);
- Ensure that leave is utilised effectively to mitigate risk of COVID-19 exposure within Calvary services.

Employees

- Ensure that leave is appropriately requested;
- Ensure that the COVID-19 Declaration Form is completed and relevant evidence is submitted to their Line Managers;
- Ensure that leave is utilised effectively to mitigate risk of COVID-19 exposure within Calvary services.

Payroll

- Apply the appropriate leave type;
- Request and collect evidence for employees personnel files in accordance with privacy principles;
- Process leave requests and make applicable payments.

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4 Policy

Calvary will act in accordance with advice and directions issued by Federal and State government jurisdictions that we operate in. This includes ensuring employees follow isolation rules in relation to 'close contact' status and following any applicable 'Single Site Restrictions' established by government.

To mitigate the effects of these requirements and support our valued employees, Calvary has established:

1. Paid COVID-19 Leave for circumstances arising as a result of the COVID -19 pandemic as outlined in this policy; and
2. Support for those Calvary Aged Care and Disability Care service employees who are affected by Single Site Restrictions.

Calvary is aware of the changing nature of advice from health jurisdictions across Australia. Where there is ambiguity or lack of clarity within Public Health Orders / Directions in respect of definitions contained herein, this policy will prevail.

4.1 COVID-19 Leave

Calvary will provide COVID-19 Leave as stipulated in this policy to employees deemed as 'close contacts' of COVID-19 confirmed case and who are required by government to isolate.

Employees in a period where they are designated a 'close contact, are required to isolate, and who are unable to work from home will be entitled to up to **five (5) days paid leave** at that employee's base rate of pay for full-time and part-time employees, per isolation period. COVID-19 Leave will be payable on the ordinary hours of work rostered for each employee on any given day.

The maximum payment of 5 days may be reduced in accordance with any reduction in the required isolation periods established by State and Territory Governments.

To obtain payment, a full-time or part-time employee must:

- Notify their supervisor or manager of their absence from the workplace as soon as practicable, in accordance with normal procedures; and
- Complete and submit a *Close Contact Declaration Form* to their manager within 24 hours of being deemed a 'close contact'; and
- If requested, provide reasonable evidence that you meet the criteria of a 'close contact'.

After the period of isolation, if an employee has not contracted the COVID-19 virus and there are no other mitigating circumstances, then an employee will be able to return to work.

Exceptions:

- While casual employees are not automatically entitled to COVID-19 Leave under this policy, a casual employee may apply for financial hardship payments as outlined below.
- If you are travelling to/from Australia and there is mandatory isolation associated with travel then employees will not be eligible for COVID-19 Leave. Instead, employees are required to include the isolation periods in the period of applied annual leave.

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4.2 Definition of Close Contact

Calvary notes that the definition of ‘close contact’ varies by each State and Territory jurisdiction. Please take note of the definitions for each State and Territory can be found on the [Health Direct website](#).

In the event that ‘close contact’ is not defined in a particular jurisdiction the below definition will be used for the purposes of providing leave:

“Household or household-like contacts of a confirmed case. Close contacts will be defined, except in exceptional circumstances, as those who usually live with or who have stayed in the same household for more than 4 hours as a case during their infectious period without appropriate Personal Protective Equipment.”

For the sake of clarity, a person is not deemed to be a close contact if they themselves are a confirmed case of COVID-19.

4.3 Financial Hardship Payments

If any employee not on a period of paid leave and is experiencing financial hardship in connection with being unable to work due to COVID-19 then managers may request a payment of up to 5 days COVID-19 Leave in exceptional circumstances.

Requests are to be made in writing to the relevant Regional CEO with a copy sent to the Regional Director of People and Culture or equivalent. The request should outline the employee’s personal circumstance, tenure, performance/conduct history and their contracted/average hours. Payroll will process payments on approval of the RCEO. These payments are available to Casual, Part-Time and Full-Time employees.

4.4 Subsequent Positive Test for COVID-19

If you test positive for COVID-19 while on COVID-19 Leave you must act in accordance with the State and Territory Legislative Instruments and follow the State and Territory advice which can be found on the [Health Direct website](#).

Employees who become sick must notify their Supervisor or Manager and apply for Personal / Carer’s Leave (colloquially known as ‘sick leave’) in accordance with normal procedures.

By notifying Calvary if you test positive for COVID-19, you are helping us maintain the best possible health and safety for your colleagues as well as our patients, residents and clients.

IMPORTANT: At the time of publication of this policy, a number of Public Health Orders / Directives required COVID-19 positive employees to notify their employers of their diagnosis.

If an employee exhausts their Personal / Carer’s Leave then they may apply for other accrued and unused paid leave entitlements. In the absence of any paid leave entitlements, unpaid sick leave will be recorded.

Employees who have exhausted leave entitlements may be entitled to access government support payments and/or COVID-19 Leave on financial hardship grounds (subject to the remainder of this policy).

4.5 Single Site Restrictions

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A '**Single Site Restriction**' is where an employee is prohibited from working for more than one employer to limit super-spreader events. Calvary is committed to supporting employees impacted by Single Site Restrictions in the matter outlined below.

Where a State or Territory has a Single Site Restriction in place or re-introduces one, Calvary encourages all part-time and casual employees to consult with their managers on reduced availability or any desire to make-up lost hours from their secondary employer.

Employees who have two employers are required to also complete a *COVID-19 Request for Information* form and send to Calvaryhr@calvarycare.org.au

Employees under Single Site Restrictions are required to either:

A) Identify Calvary as their **primary** employer and cease work with their secondary employer. As the primary employer, Calvary will make every effort to match an employee's contracted hours on provision of evidence from your secondary employment. Evidence may take the form of a payslip and/or contract from your secondary employer.

OR

B) Identify Calvary as your **secondary** employer and you will be placed on leave without pay.

Where employees return to Calvary after the Single Site Restriction has lifted, Calvary will recognise your leave without pay as continued service. Accordingly, annual leave, personal/carer's leave and long service leave will be adjusted to accrue over the period of leave without pay.

Employees who nominate Calvary as their secondary employer must consult with their primary employer for any assistance they may provide.

4.6 Previous Guidelines

Any previous guidelines on COVID-19 related leave will cease to have effect upon commencement of this policy.

5 Related Calvary Documents

1. [Personal Carers Leave Policy](#)
2. [Annual Leave Policy](#)
3. [Leave Without Pay Policy](#)
4. [COVID Safe Policy](#)

6 Definitions

- **PCR** refers to Polymerase Chain Reaction
- **Calvary** refers to the Little Company of Mary Health Care and all of its employing entities.
- **Employees** for the purposes of this procedure refers to:
 - Individuals contracted by Calvary and remunerated by Calvary Payroll.

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7 References

Health Direct COVID-19 Resource Page - [Health Direct website](#)

Australian Capital Territory - <https://www.covid19.act.gov.au/>

New South Wales - <https://www.nsw.gov.au/covid-19>

Northern Territory - <https://coronavirus.nt.gov.au/>

Queensland - <https://www.covid19.qld.gov.au/>

South Australia -

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/covid-19>

Tasmania - <https://www.coronavirus.tas.gov.au/>

Victoria - <https://www.coronavirus.vic.gov.au/>