

Leave Arrangements Relating to COVID-19

Gold Coast Health (GCH) employees are able to access certain leave entitlements relating to COVID19.

Permanent and temporary employees may be directed to self-quarantine and not attend work for 14 days where they have, either:

- visited or transited through mainland China or Iran in the past 14 days, or the Republic of Korea or Italy on or after 5 March 2020.
- been in close contact with someone who has a confirmed case of COVID19.
- returned from overseas on or after 15 March 2020.

Self-Quarantine (due to travel and close contact)

Employees directed to self-quarantine are to inform their manager as soon as possible and provide them with the written direction to self-quarantine. Line managers may direct such employees to work from home. Where this is not appropriate, the Gold Coast Health Service Chief Executive (HSCE) or the Executive Director, People and Corporate Services (EDPCS) may approve 10 days Discretionary Special Leave with pay to support the quarantine period for those days that an employee is rostered to work in accordance with the Support for Employees Affected by the Novel Coronavirus [Guidance Note](#).

Casuals are not entitled to access the discretionary special leave. However, where a long-term casual employee is required to self-quarantine, access to any discretionary special leave is to be raised with their line manager for endorsement to the HSCE or EDPCS on a case-by-case basis for consideration.

The employee may be allowed to return to work following the period of quarantine as provided in the written direction to self-quarantine and the employee does not fall sick. An employee who shows flu-like symptoms while on quarantine must wear a mask and attend the fever clinic for testing.

Self-Isolation (following quarantine where the employee or dependent tests positive for COVID-19)

If an employee or dependent with COVID-19 is directed to self-isolate, they must inform their line manager as soon as possible and follow the instructions provided by the Gold Coast Public Health Unit.

Where an employee becomes ill during the quarantine period, they are to access sick leave in accordance with [HR Policy C64](#) from when they become sick. Carer's leave is to be used when caring for immediate family members or members of their household.

Employees with low sick leave accruals

Permanent, temporary and long-term casual employees unable to attend work and unable to work from home may submit a leave application to the HSCE or EDPCS to access a maximum 20 days paid "Special Pandemic Leave" in accordance with [PSC Directive 01/20](#) where they:

- have an actual viral infection relating to the pandemic and have exhausted their sick leave accruals; and/or
- are required to care for immediate family or household member/s who have an actual or suspected viral infection and have exhausted their carer's leave (sick leave) accruals; and/or
- are required to care for children as a result of school or childcare centre closures and have exhausted their carer's leave (sick leave) accruals.

A casual employee who is not a long-term casual employee may apply for and be granted the Special Pandemic Leave subject to HSCE or EDPCS discretion.

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Once the Special Pandemic Leave has been exhausted, the employee is to access their accrued leave in the following order:

- TOIL/Flex/ADO
- Recreation Leave
- Long Service Leave

Accessing Long Service Leave prior to Eligibility

The minimum continuous employment period of seven years and the minimum period of leave to be taken will not apply in relation to employees seeking to access long service leave due to the pandemic, subject to the conditions provided in Directive 01/20.

Applying for Leave

Employees are to refer to [HR Policy C7](#) for the appropriate leave type to use in the following instances:

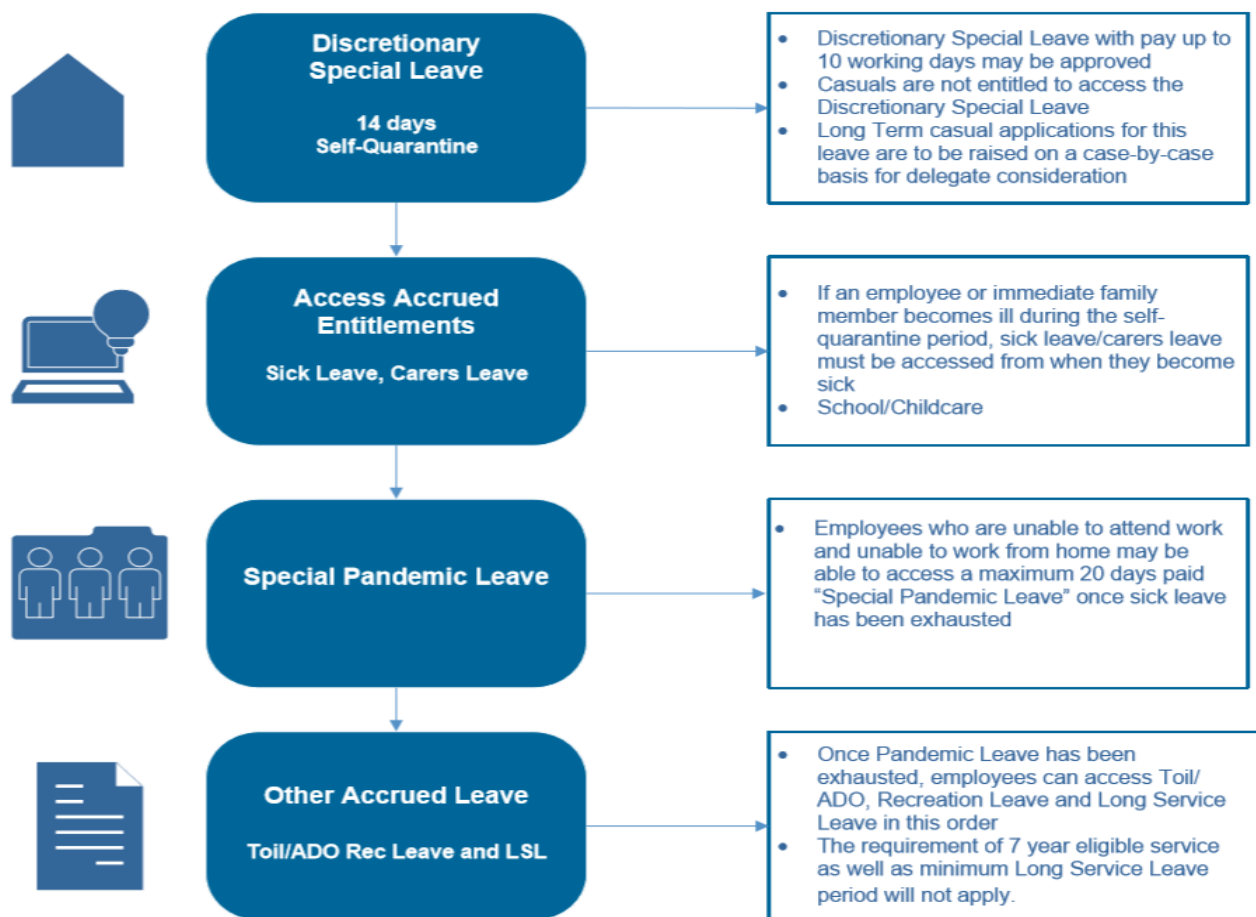
- Absence due to suspension of public transport to attend the workplace
- Undertaking volunteer roles in the community

Employees who apply for special leave under [HR Policy C7](#), Discretionary Special Leave, Sick Leave or Special Pandemic Leave are to attach supporting evidence to their leave application.

Employees willing and able to attend work but are directed not to attend their workplace and are unable to work at a reasonable alternative location or work from home are to be paid regular remuneration without debit to any leave account. Regular remuneration as defined in Directive 01/20 includes ordinary salary, work related allowances where applicable, and includes payments based on a projected roster but excluding overtime.

Employees are encouraged to raise any concerns they may have with their line manager in the first instance. Employees who are immunocompromised or who are pregnant may escalate their concerns in writing, including sufficient evidence, to their line manager. Line managers are to assess the risk to the employee based on the information provided and determine if redeployment to another work location or work from home is appropriate.

Employees are to note that disciplinary action and/or suspension as appropriate may be considered were an employee refuses to attend work and such refusal is deemed as not reasonable.



Leave Applications

For all COVID-19 related absences from the workplace, the following steps will need to be followed: -

1. From the above information, determine leave entitlements relating to COVID-19
2. Complete an [Application Support Form](#) for COVID-19 related
3. Create a leave form in *myHR* and attach the signed application form along with your supporting documentation
4. Submit to Line Manager for endorsement
5. Line Manager to endorse application in *myHR* and follow instructions contained in this fact sheet to change delegation for approval by Executive Director, People and Corporate Services

NB A briefing note will no longer be required to accompany leave applications as this has been replaced with the [Application Support Form](#) for COVID-19 related absence

Self-Quarantine


When a permanent or temporary employee has been directed to self-quarantine and they cannot work from home, they may apply for 'Discretionary Special Leave' with pay to support the quarantine period up to a maximum of 10 working days. If approved, the 'Discretionary Special Leave' will be applied to the employee's normal work days or cover their rostered shifts (at ordinary pay) that would have been worked during the period of their leave.

It is likely that a Manager may need to prepare and submit the leave form on behalf of the employee. This can be done in *myHR*.

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Login into *myHR* and open a leave form. Once in the form, change the Personnel assignment number (PAN) to the employee's payroll ID. This will bring up the employee's details.

Personnel assignment number (PAN)

00123456 

* If changed, press [Enter] here to refresh the default Endorsers in the Endorser List section below

Leave forms for 'Discretionary Special Leave' will need to have the COVID-19 ION noted on the form so that payroll can cost appropriately. The dates will need to be recorded under 'Other Leave'. In the 'Please Specify' box note that it is 'Special Leave - ION 70001117 COVID-19'

Other leave 

Please specify:

To ensure the leave form is processed, the 'Supervisor Signing on Behalf' box will need to be ticked. If this is not ticked, the leave form will flow to the employee and sit in their *myHR* inbox for 5 days before it is escalated back to the Manager.

Supervisor Signing on Behalf

Supervisor signs on behalf of employee

Where the employee is unable to sign this form, please select this option and add details of the reason


To allow for the correct workflow, the Endorser List will need to be manually updated to go to the Divisional Executive Director (as an Endorser) for endorsing and then the Executive Director, People and Corporate Services (EDPCS) for final approval as delegate.

To add an Endorser, highlight the Manager line and click 'add row' to add another row.

Manager

Endorser List

In this new row, click on the box.

<input type="radio"/>	Initiator	
<input type="radio"/>	Employee	
<input type="radio"/>	Manager	
<input checked="" type="radio"/>		

Select Endorser position




Items (4)

<input type="radio"/>	Form appr. method
<input checked="" type="radio"/>	Endorser Position
<input type="radio"/>	Medical Contract Grp
<input type="radio"/>	Reviewer
<input type="radio"/>	Reviewer Group

In the box next to the Endorser position, click on the search box.

<input checked="" type="radio"/>	Endorser Position	<input type="text"/>	
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In the search field type in the Divisional Executive Director's name and press go. Once the Manager's details have been selected and you can see the position number in the Number / ID box, go to the top of the page and select 'Check'.




myHR

Check
Send
Save Draft
Form U

Repeat these actions to add in the EDPCS as the delegate.

To attach supporting documentation, go to the top of the page and select 'attachments'. This is where the line manager will need to attach documentary evidence to support the application as well as the application for COVID-19 related absences justifying why the application should be granted.

Check
Send
Save Draft
Form Utilities 

> Attachments (0)

There is an additional box to be ticked under the Endorser list that needs to be ticked if you are preparing a form on behalf of an employee.



MANAGER: I have reviewed this application and endorse.

Once the application is ready to submit, return to the top of your screen and select 'send'.

Leave when an Employee or Dependent tests positive for COVID-19

If an employee tests positive for COVID-19, they are to access sick leave in accordance with [HR Policy C64](#) from when they become sick. Carer's leave is to be used when caring for immediate dependents if they are ill.

If an employee becomes ill from COVID-19 during their quarantine period, a new form cancelling their 'Special Discretionary Leave' to convert to sick leave will need to be submitted. The sick leave period should commence from when the employee became ill. Same applies for carer's leave.

A new leave form will need to be created for the sick leave or carer's leave. Complete the form (on behalf of the employee) and put in the dates the person commenced feeling ill to when they are expected to be cleared.

Sick leave	000:00		
Carer's leave*	000:00		

Under 'Cancellation of leave' put in the dates that the unused 'Discretionary Special Leave' will be cancelled and note the cancellation of this leave in the 'type of leave' box.

Cancellation of leave	000:00		
<small>(Record here any pre-approved period of leave)</small>			
Type of leave:	Cancellation of Special Discretionary Leave		

Please note that sick and carer's leave is not to be costed to the ION.

Special Pandemic Leave

If an employee has been approved for "Special Pandemic Leave" in accordance with [PSC Directive 01/20](#), a new leave application will need to be created. In the 'Other leave' box put in the dates of the leave and in the 'Please Specify' box note the following:

Other leave	000:00	16.03.2020		30.03.2020
Please specify:	Pandemic Leave - ION 70001117 COVID-19			

To allow for the correct workflow, the Endorser List will need to be manually updated to go to the Divisional Executive Director (as the Endorser) for endorsing and then the Executive Director, People and Corporate Services (EDPCS) for final approval (as the Delegate). Follow instructions listed above to change the workflow.

Other Accrued Leave (Rec/LSL)

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In the instance where an employee cannot attend work and have exhausted their sick leave and 'Special Pandemic Leave', they are able to access TOIL / FLEX, ADO, Recreation and Long Service Leave.

The process for applying for other accrued leave including sick leave remains the same and will not be costed to the ION.

Leave Type	Comment for Leave Application
Discretionary Special Leave	Special Leave – ION 70001117 COVID 19
Sick Leave	ION does not need to be attached to sick leave
Special Pandemic Leave	Pandemic Leave - ION 70001117 COVID 19
Other Accrued Leave	ION does not need to be attached to sick leave

eRoster Codes for Discretionary Special and Special Pandemic Leave

For Discretionary Special Leave and Special Pandemic Leave, new codes have been created in eRoster. If these new codes are required on your roster, send an email to eRoster@health.qld.gov.au requesting the code with the number of hours.

Leave Type	eRoster Shift Code
Discretionary Special Leave	VG – Special Leave CV
Carer's and Sick Leave	VC – Carer's Leave; VS – Sick Leave
Special Pandemic Leave	VV – Pandemic Leave
Other Accrued Leave (Rec/LSL)	VH – Rec Leave; VL – Long Service Leave

Support/Resources

Area	Contact Details
HR Policy	GCAskHR@health.qld.gov.au
eRoster	eRoster@health.qld.gov.au
myHR	GCHHSmyHR@health.qld.gov.au
Establishment	GCHHSEstablishment@health.qld.gov.au

- The latest information on coronavirus is available on the [Queensland Health website](#).
- Public queries should be directed to the telephone advice line 13HEALTH.
- [Payroll Intranet and Rostering Site](#) – Access paper forms
- [myHR Knowledge Bank](#) – online tool to assist in completing forms through myHR

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