

## Leave Guide during the COVID-19 health pandemic

This Leave Guide has been developed to provide guidance regarding employment arrangements, particularly leave entitlements, during the COVID-19 health pandemic. The current COVID-19 health pandemic declaration ceases on 31 March 2021. The department acknowledges that each period of leave taken by an employee may vary in terms of its purpose from day to day. While scenarios are provided below, multiple scenarios may apply for any period of leave and the leave applied for during this time must be appropriate at all times.

The Leave Guide must be read in conjunction with the following documents (in addition to those referred to in the Schedule of this document):

- Minister for Industrial Relations and Commission Chief Executive Directive 01/20: [Employment Arrangements in the Event of a Health Pandemic](#) (**Pandemic Directive**);
- [Implementation Guide – Directive 01/20](#) - Minister for Industrial Relations and Commission Chief Executive Directive 01/20: *Employment Arrangements in the Event of a Health Pandemic* (**Pandemic Implementation Guide**);
- Minister for Employment and Industrial Relations Directive 05/17: [Special Leave](#) (**SL Directive**); and
- [Public Service Commission Guide to identifying and supporting vulnerable employees](#) (COVID-19) (**PSC Guide**).

## Delegations

The Director-General has approved a [special delegation](#) for the duration of the COVID-19 declared health pandemic which provides for the delegation of certain special leave approvals to Principals/Directors and above. Decision makers must refer to the relevant directives (e.g. Pandemic Directive and SL Directive) and the special delegation when making decisions regarding special leave during the COVID-19 health pandemic. For all other leave approvals, please refer to the [Human Resources Delegations Manual](#).

## Supporting documentation requirements

Supporting documentation will be required for all periods of absence on paid Special Pandemic Leave (**SPL**). Where employees access SPL as a result of illness, or need to care for ill 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 that they (or their family members) have undergone a relevant assessment, or such other documentation or advice which satisfies department requirements. For further information on the type of evidence that can be used to support SPL, please see the *Further Information* column in the Schedule below. Evidence and application processes for existing entitlements such as access to Long Service Leave, Sick (Carers') Leave, and Recreation Leave continue in accordance with ordinary industrial instruments and departmental policies and procedures.

## Definitions

**Flexible Work Arrangement (FWA):** A flexible work arrangement is a type of reasonable adjustment made to an employee's role which may include changes to the way the employee works. These include:

- (a) working hours e.g. flexible hours, flexible shifts, compressed hours;
- (b) patterns of work e.g. job sharing, days worked, change from full-time to part-time work;
- (c) work location e.g. telecommuting
- (d) work schedules e.g. planned rostering and term-time work; and
- (e) the way work is performed e.g. use of different equipment.

**Health Pandemic:** is a critical health issue, as identified by the declaration of a public health emergency made under s319 of the *Public Health Act 2005* with respect to an actual or potential health pandemic.

**Immediate Family:** includes the:

- (a) employee's spouse; and

(b) a child, ex-nuptial child, stepchild, adopted child, foster child, ex-foster child, parent, grandparent, grandchild or sibling of the employee or employee's spouse.

**Casual:** for the purpose of this Leave Guide includes:

- a **long term casual**, defined as a casual employee, who is engaged on a regular and systematic basis, for one or more periods of employment, during the one (1) year immediately before the employee seeks access to an entitlement under the Pandemic Directive.
  - An employee may not be considered a long term casual if the employment is broken by more than three months between the end of one employment contract and the start of the next employment contract within that one year period immediately before the employee seeks access to an entitlement under the Pandemic Directive; and
- at the discretion of the Chief Executive (or delegate), **other current casual** employees who have worked on a regular and systematic basis, for one or more periods of employment, during the last three month period immediately before the employee seeks to access an entitlement under the Pandemic Directive.

**Special Leave:** Leave granted under the provisions of [Directive 05/17: Special Leave](#).

**Special Pandemic Leave (SPL):** Upon application, an employee will be entitled to a maximum 20 days paid SPL for use when the employee is unable to attend work and unable to perform work under flexible working arrangement because they:

- have an actual viral infection 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 sick leave accruals; and/or
- are required to care for children as a result of school or childcare centre closures and have exhausted their sick leave accruals.

**Sick Leave:** means an entitlement to paid sick leave, inclusive of carers' leave, in accordance with the *Industrial Relations Act 2016 (Qld)*.

**Vulnerable employee:** Queensland Health determines those most at risk of serious infection if they contract COVID-19. Please refer to [who is most at risk](#) information as provided by Queensland Health for current guidelines regarding vulnerable people and the department's [OnePortal](#) page.

**Quarantine:** describes the incubation period of communicable disease. For COVID-19, the period of quarantine is 14 days from the last date of exposure.

**Reasonable Adjustment:** is a measure or action taken to support an employee to mitigate the risk of COVID-19 exposure. Reasonable adjustments (including flexible work arrangements) to support the employee should be discussed between the manager and employee and may include but are not limited to:

- remote working, including working from home, within the employee's current role; this should be the first option considered and provided where possible;
- allocating work that can be undertaken remotely, that may not necessarily relate to an employee's own role, but is in line with their skill set, experience and existing level;
- deployment to an alternate, non-customer contact role;
- alternative hours, or patterns of work;
- working from another location;
- deployment to another role within the agency;
- mobilisation to another role in an alternate public sector agency.

## Conditions

**Special Leave:** Special Leave may be granted at the discretion of an agency chief executive (or delegate) and should only be considered once all other options (i.e. reasonable adjustment defined above) are exhausted. In circumstances where Special Leave is approved in accordance with the Leave Guide and relevant authorities, the following conditions apply:

1. Special Leave will be subject to ongoing and regular reviews (at least on a weekly basis) to ensure ongoing support is provided to the employee and any change in circumstances are managed appropriately;
2. Where reasonable adjustments become available during the period of Special Leave or the employee is required to return to the workplace if it is considered safe to do so, the Principal/Manager may recall the employee from special leave and the employee may be required to undertake the reasonable adjustments;

3. An employee who has been granted a period of Special Leave must promptly notify their Principal/Manager of any change to their circumstances during the period of Special Leave (e.g. the employee becomes ill, is required to care for an ill family member or any other change) to ensure work arrangements and/or leave is appropriate to the circumstances at all times.

**Sick Leave:** For the purpose of accessing Special Pandemic Leave, sick leave will be considered exhausted if, at the date of application, the current available sick leave balance is insufficient to cover the employee's rostered hours on that day (or the first day of sick leave if the application covers multiple, consecutive days). For example, where an employee is rostered for 5 hours and, at the date of application, has a sick leave accrual of 2 hours, sick leave will be considered exhausted.

**Carers' Leave:** During the pandemic, where an employee is not ill, but unable to work due to caring responsibilities related to the pandemic (e.g. quarantine of their child who is also not ill) they will be able to utilise carers' leave on the basis that they are required to care for or support a member of the employee's immediate family or household because of an unexpected emergency in relation to that person. Once the carers' leave entitlement has been exhausted the employee will be able to access other accrued entitlements. Further, the Pandemic Directive provides that where the employee is required to care for their child/children as a result of school or childcare centre closures or for immediate family or household member(s) who have an actual or suspected viral infection, and the employee has exhausted their sick/carers' leave entitlement they will be entitled to special pandemic leave in accordance with the Pandemic Directive, section 13.1.

**Special Pandemic Leave and Special Leave for casual employees:** Eligible casual employees may apply for Special Pandemic Leave and/or Special Leave via the [Application for Casual Special or Special Pandemic Leave](#) form. Leave should generally be reflective of the likely work pattern for the employee concerned or, where this is not possible, an averaging methodology will be used (e.g. see *Directive 17/18: Paid Parental Leave*, section 9.6).

**Remuneration entitlements for sick leave, special leave and special pandemic leave:** The Pandemic Directive does not change the remuneration employees are normally entitled to receive when granted special leave, special pandemic leave or sick leave in accordance with the respective Directive.

**Higher Duties:** Employees on higher duties will continue to receive the higher duties rate when on paid leave taken during the higher duties relieving period.

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
<b>Employee is Ill</b>					
Employee is <b>diagnosed with a viral infection</b> (including COVID-19 infection) and is required to self-isolate.	Permanent and Temporary Employees	1. Sick Leave  2. SPL  3. Rec Leave  4. LSL	<i>Sick COVID Positive (for COVID 19 infection) OR Sick (for other viral infections)</i>  <i>Sick Special Pandem</i>  <i>Recreation</i>  <i>Long Service</i>	Sick Leave must be exhausted prior to access to SPL.  Up to a maximum of 20 days SPL once sick leave accruals are exhausted.  Access to LSL accruals with no 7 year qualifying period.  Required Documentation – Medical Certificate/Evidence from Qld Health (if absence more than 3 days). Medical Certificate/Evidence from Qld Health must indicate viral infection for the purpose of access to Special Pandemic Leave.	Directive relating to Sick Leave  Directive relating to SPL  Directive relating to Recreation Leave  Directive relating to Long Service Leave
	Casual Employees	1. SPL  2. LSL (if available)	<i>Sick Special Pandem</i>  <i>Long Service</i>	Up to a maximum of 20 days SPL.  Required Documentation – Medical Certificate/Evidence from Qld Health (if absence more than 3 days). Medical Certificate/Evidence from Qld Health must indicate viral infection for the purpose of access to Special Pandemic Leave.  Access to LSL accruals with no 7 year qualifying period.	<i>Public Service Act 2008</i> 147(2)(b) (Employment of General Employees)  <i>Public Service Act 2008</i> 148(2)(b) (Employment of Temporary Employees)  Directive relating to SPL  Directive relating to Long Service Leave

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
Employee is <b>ill/injured due to other reason(s)</b>	Permanent and Temporary Employees	1. Sick Leave 2. Rec Leave 3. LSL	<i>Sick</i> <i>Recreation</i> <i>Long Service</i>	Sick leave, recreation leave and long service leave per ordinary industrial entitlements.  Required Documentation – Medical Certificate (if absence is more than 3 days).	Directive relating to Sick Leave Directive relating to Rec Leave Directive relating to Long Service Leave
Employee <b>shows symptoms of illness while at work</b>	All employees	Employee may be directed to leave the workplace.		Entitlements in this instance will be subject to availability of reasonable adjustments at first instance and appropriate leave types in accordance with this guide (e.g. sick leave).  An employee may be asked to undertake a medical assessment.	<i>Public Service Act - s25</i> (Principles of Public Service Employment)

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
<b>Employee is not ill</b>					
<b>Self-Quarantine/Isolation</b>					
Requirement to self-quarantine <b>based on Queensland Health advice</b> and the employee is NOT ill.  **Please see note in "Further Information" column <i>for leave entitlements where an employee elects to travel and is required to self-quarantine upon their return.</i>	Permanent, Temporary and Casual Employees	1. Reasonable adjustments (where possible)  2. Special Leave (paid)	N/A  <i>Special Quarantine</i>	Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency or the broader public service and the employee's continued health, safety and wellbeing.  Where a reasonable adjustment is not possible, an employee may apply for Special Leave (refer to Conditions above for Special Leave).  Required documentation may include a medical certificate, travel documentation and/or Qld Health tracing information. Applies in the following circumstances: <ul style="list-style-type: none"> <li>• Employee has been overseas;</li> <li>• Employee has arrived in Queensland from a COVID-19 hotspot, unless the employee was in the hotspot for an essential purpose;</li> <li>• The employee has moved to Queensland from interstate;</li> <li>• The employee has been in close contact with someone who already has the virus.</li> </ul> <p><b>NOTE:</b> As a general proposition, the above arrangements do not apply where an employee elects to travel and is required to quarantine upon their return. In this case, the employee is required to access <b>their own accrued entitlements</b> to recreation leave or long service leave to cover the</p>	<i>Public Service Act 2008</i> 147(2)(b) (Employment of General Employees)  <i>Public Service Act 2008</i> 148(2)(b) (Employment of Temporary Employees)  Directive relating to Special Leave  Directive relating to SPL



Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
				14 day quarantine period. Where no accrued leave is available, special leave without pay will apply.	
Requirement to self-quarantine based on Queensland Health advice while <b>already on other leave</b> and the employee is NOT ill	Permanent and Temporary Employees	<ol style="list-style-type: none"> <li>1. Remain on approved leave</li> <li>2. Reasonable Adjustments (where possible)</li> <li>3. Special Leave (paid)</li> </ol>	<p>N/A</p> <p>N/A</p> <p><i>Special Quarantine</i></p>	<p>Employee to remain on approved leave.</p> <p>If the leave is insufficient to cover the self-quarantine period, the employee may apply for a reasonable adjustment (where possible). Where reasonable adjustments are not possible, the employee may apply for Special Leave (refer to Conditions above for Special Leave).</p> <p>Required documentation may include a medical certificate, travel documentation and/or Qld Health tracing information. Applies in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Employee has been overseas;</li> <li>• Employee has arrived in Queensland from a COVID-19 hotspot, unless the employee was in the hotspot for an essential purpose;</li> <li>• The employee has moved to Queensland from interstate;</li> <li>• The employee has been in close contact with someone who already has the virus.</li> </ul>	<p>Directive relating to Special Leave</p> <p>Directive relating to SPL</p>

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
Employee is a <b>vulnerable person</b> and should not be in the workplace based on Queensland Health recommendation.	Permanent, Temporary and Casual Employees	<ol style="list-style-type: none"> <li>Reasonable adjustments (where possible)</li> <li>Special Leave (paid)</li> </ol>	N/A  <i>Special Quarantine</i>	Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency or the broader public service and the employee's continued health, safety and wellbeing.  Where reasonable adjustments are not available, the employee may apply for Special Leave (refer to Conditions above for Special Leave).  Required documentation may include medical advice or other suitable proof of vulnerability category per Qld Health.	Directive relating to Special Leave  Directive relating to SPL
Employee does not meet the definition of <b>vulnerable person</b> but is concerned about working in their current role due to age, pre-existing medical condition, or other personal circumstance.	Permanent, Temporary and Casual Employees	<ol style="list-style-type: none"> <li>Reasonable adjustments where possible).</li> <li>Other accrued entitlements (Recreation, Long Service (or utilise accrued ADO or TOIL)</li> </ol>	N/A  <i>Recreation</i>  <i>Long Service</i>	Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency or the broader public service and the employee's continued health, safety and wellbeing.  Where temporary, short term and reasonable adjustments are not available, employee may access other accrued leave entitlements.  Employee may also seek to access any available ADO/TOIL balance.  Required documentation may include medical advice or other suitable proof of vulnerability.	Directive relating to Long Service Leave  Directive relating to Rec Leave

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
<p>Employee <b>does not wish to attend work and seeks to self-isolate</b> due to fear.</p> <p>**Please note an employee may be required to work subject to the operational requirements of the school/work unit.</p>	<p>Permanent and Temporary Employees</p>	<p>1. Reasonable adjustments (where possible)</p> <p>2. Other accrued entitlements (Rec Leave, Long Service (or utilise accrued ADO or TOIL)</p> <p>3. Special Leave (no pay)</p>	<p>N/A</p> <p><i>Recreation</i></p> <p><i>Long Service</i></p> <p><i>Special Lve – No Pay</i></p>	<p>Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency or the broader public service and the employee’s continued health, safety and wellbeing.</p> <p>Where temporary, short term and reasonable adjustments are not available, employee may access other accrued leave entitlements.</p> <p>Employee may also seek to access any available ADO/TOIL balance.</p> <p>Access to reasonable adjustments and leave entitlements are subject to approval of the Principal/Manager taking into consideration the operational requirements of the school/work unit.</p> <p>In circumstances where a reasonable adjustments and/or leave is unable to be approved, the employee will be required to attend work as directed (unless a risk to workplace health and safety is identified).</p> <p>Absence without approved leave and without reasonable excuse may lead to disciplinary action.</p>	<p>Directive relating to Rec Leave</p> <p>Directive relating to Long Service Leave</p> <p>Directive relating to Special Leave</p> <p><i>Public Service Act 2008 – s187 (Grounds for discipline)</i></p>

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
<b>Caring for a family member</b>					
Absence to care for immediate family or household member/s who have <b>an actual or suspected viral infection</b> (which includes caring for family or household member/s with a positive COVID-19 diagnosis or suspected COVID-19 diagnosis or actual or suspected <u>viral infection</u> of another kind)	Permanent and Temporary Employees	<ol style="list-style-type: none"> <li>1. Sick Leave /Carers' Leave</li> <li>2. SPL</li> <li>3. Rec Leave</li> <li>4. LSL</li> </ol>	<p><i>Sick Family Responsibility</i></p> <p><i>Sick Special Pandem</i></p> <p><i>Recreation</i></p> <p><i>Long Service</i></p>	<p>Sick Leave must be exhausted prior to access to SPL.</p> <p>Up to a maximum of 20 days SPL once sick leave accruals are exhausted.</p> <p>Access to LSL accruals with no 7 year qualifying period.</p> <p>Required Documentation – Medical Certificate/Evidence from Qld Health. Medical Certificate/Evidence from Qld Health must indicate viral infection for the purpose of access to Special Pandemic Leave.</p>	<p>Directive relating to Sick Leave</p> <p>Directive relating to SPL</p> <p>Directive relating to Recreation Leave</p> <p>Directive relating to Long Service Leave</p>
	Casual Employees	<ol style="list-style-type: none"> <li>1. SPL</li> <li>2. LSL (if available)</li> </ol>	<p><i>Sick Special Pandem</i></p> <p><i>Long Service</i></p>	<p>Up to a maximum of 20 days SPL.</p> <p>Required Documentation – Medical Certificate/Evidence from Qld Health. Medical Certificate/Evidence from Qld Health must indicate viral infection for the purpose of access to Special Pandemic Leave.</p> <p>Access to LSL accruals with no 7 year qualifying period.</p>	<p>Directive relating to SPL</p> <p>Directive relating to Long Service Leave</p>

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
Absence to care for immediate family member due to <b>other illness/injury</b>	Permanent and Temporary Employees	<ol style="list-style-type: none"> <li>Sick Leave /Carers' Leave</li> <li>Rec Leave</li> <li>LSL</li> </ol>	<p><i>Sick Family Responsibility</i></p> <p><i>Recreation</i></p> <p><i>Long Service</i></p>	<p>Sick leave, recreation leave and long service leave per ordinary industrial entitlements.</p> <p>Required Documentation – Medical Certificate (if absence is more than 3 days).</p>	<p>Directive relating to Sick Leave</p> <p>Directive relating to Rec Leave</p> <p>Directive relating to Long Service Leave</p>
<p>Absence to <b>care for an immediate family member/s who are vulnerable person/s</b> (and the vulnerable person/s are NOT ill).</p> <p>Immediate family member may not be living with employee but requires care as they are a vulnerable person.</p>	Permanent, Temporary and Casual Employees	<ol style="list-style-type: none"> <li>Reasonable adjustments (where possible)</li> <li>Special Leave (paid)</li> </ol>	<p>N/A</p> <p><i>Special Quarantine</i></p>	<p>Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency, or the broader public service, and the employee's continued health, safety and wellbeing.</p> <p>Where reasonable adjustments are not available, employee may apply for Special Leave (refer to Conditions above for Special Leave).</p> <p>Required documentation may include medical advice or other suitable proof of vulnerability category per Qld Health; and identified care requirements.</p> <p>In circumstances where the vulnerable person is ill (or becomes ill following reasonable adjustments or Special Leave approval), please see above options for leave requirements.</p>	<p>Directive relating to Special Leave</p> <p>Directive relating to SPL</p>

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
Employee <b>lives with a vulnerable person</b> (and is not required to care for the vulnerable person)	Permanent, Temporary and Casual Employees	<ol style="list-style-type: none"> <li>Reasonable adjustments (where possible)</li> <li>Special Leave (paid)</li> </ol>	<p>N/A</p> <p><i>Special Quarantine</i></p>	<p>Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency, or the broader public service, and the employee's continued health, safety and wellbeing.</p> <p>Where reasonable adjustments are not available, employee may apply for Special Leave (refer to Conditions above for Special Leave).</p> <p>Required documentation includes medical advice or other suitable proof of vulnerability category per Qld Health indicating that the employee's attendance at the workplace presents a higher risk to the vulnerable person.</p> <p>In circumstances where the vulnerable person is ill (or becomes ill following reasonable adjustment or Special Leave approval) and the employee is required to care for the vulnerable person, please see above options for leave requirements.</p>	<p>Directive relating to Special Leave</p> <p>Directive relating to SPL</p>

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
Absence to care for a child due to <b>school or childcare closure</b> .  * School Closure in this context include formal closures of kindergartens, childcare centres, public and private schools as directed by the department and other closures made at the relevant delegate's discretion.	Permanent and Temporary Employees	1. Reasonable adjustments (where possible)  2. Carer's Leave  3. SPL	N/A  <i>Sick Family Responsibility</i>  <i>Sick Special Pandem</i>	Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency or the broader public service and the employee's continued health, safety and wellbeing.  Up to a maximum of 20 days SPL once sick leave accruals are exhausted.  In circumstances where the employee is required to care for their child/children as a result of pandemic (i.e. school closure) but the child/children are not ill, the employee may access carers' leave on the basis that that they are required to care for or support a member of the employee's immediate family or household because of an unexpected emergency in relation to that person.  Required documentation may include email/letter from school/childcare advising of closure.	Directive relating to Sick Leave  Directive relating SPL  <i>Industrial Relations Act 2016 (Qld)</i>
	Casual Employees	1. SPL  2. LSL (if available)	<i>Sick Special Pandem</i>  <i>Long Service</i>	Up to a maximum of 20 days SPL.  Required documentation may include email/letter from school/childcare advising of closure.  Access to LSL accruals with no 7 year qualifying period.	Directive relating SPL  Directive relating to Long Service Leave

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
Absence to care for a child who is required to self-quarantine based on Queensland Health advice and the child is not ill.	Permanent and Temporary Employees	<ol style="list-style-type: none"> <li>1. Reasonable adjustments (where possible).</li> <li>2. Carers' Leave</li> <li>3. Other accrued entitlements (Rec Leave, Long Service (or utilise accrued ADO or TOIL)</li> </ol>	<p><i>N/A</i></p> <p><i>Sick Family Responsibility</i></p> <p><i>Recreation</i></p> <p><i>Long Service</i></p>	<p>Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency or the broader public service and the employee's continued health, safety and wellbeing.</p> <p>In circumstances where the employee is required to care for their child/children as a result of pandemic but the child/children are not ill, the employee may access carers' leave on the basis that that they are required to care for or support a member of the employee's immediate family or household because of an unexpected emergency in relation to that person.</p> <p>Employee may also seek to access any available ADO/TOIL balance. Sick leave, recreation leave and long service leave per ordinary industrial entitlements.</p> <p>Required documentation may include a medical certificate, travel documentation and/or Qld Health tracing information. Applies when:</p> <ul style="list-style-type: none"> <li>• Child has been overseas;</li> <li>• The child has arrived in Queensland from a COVID-19 hotspot, unless the employee was in the hotspot for an essential purpose;</li> <li>• The child has moved to Queensland from interstate;</li> <li>• The child has been in close contact with someone who already has the virus.</li> </ul>	<p>Directive relating to Sick Leave</p> <p>Directive relating to Long Service Leave</p> <p>Directive relating to Rec Leave</p>



Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
<b>Other</b>					
Employee is unable to attend work due to <b>COVID-19 restrictions</b> that apply to a defined geographic area (e.g. <a href="#">border zone restrictions</a> ).	Permanent, Temporary and Casual Employees	<ol style="list-style-type: none"> <li>Reasonable adjustments (where possible)</li> <li>Special leave (paid)</li> </ol>	<p>n/a</p> <p><i>Special Leave - Pay</i></p>	<p>Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency or the broader public service and the employee's continued health, safety and wellbeing.</p> <p>Where reasonable adjustments are not available, employee may apply for Special Leave (refer to Conditions above for Special Leave).</p>	<p><i>Public Service Act 2008 – s120 (Secondment of Officers)</i></p> <p>Directive relating to Special Leave</p>
Employee presents at work but the <b>location is not available because of reasons of quarantine.</b>	Permanent, Temporary and Casual Employees	<ol style="list-style-type: none"> <li>Alternative work location/reasonable adjustments (where possible)</li> <li>Special Leave (paid)</li> </ol>	<p>n/a</p> <p><i>Special Leave - Pay</i></p>	<p>Reasonable adjustments should be considered in the first instance to support employees to continue to work wherever possible in a way that balances the service delivery requirements of the agency or the broader public service and the employee's continued health, safety and wellbeing.</p> <p>Where reasonable adjustments are not available, employee may apply for Special Leave (refer to Conditions above for Special Leave)..</p>	<p>Directive relating to Special Leave</p> <p>Directive relating to SPL</p> <p><i>Public Service Act 2008 – s120 (Secondment of Officers)</i></p>
Absence due to <b>unavailability of public transport services</b>	Permanent, Temporary and Casual Employees	<ol style="list-style-type: none"> <li>Reasonable adjustments (where possible)</li> <li>Special Leave (paid)</li> </ol>	<p>N/A</p> <p><i>Special Leave - Pay</i></p>	<p>Where reasonable adjustments are not possible and the employee is unable to attend work by their own means, employees may apply for Special Leave (refer to Conditions above for Special Leave).</p> <p>Required documentation - evidence of public transport suspension or cancellation.</p>	<p>Directive relating to Special Leave</p> <p>Directive relating to Special Leave</p>

Scenario	Application	Response		Further Information	Authority
		Work arrangement or Leave Type	MyHR Leave Code		
Absence due to <b>undertaking health pandemic volunteer role in the community</b> (e.g. State Emergency Service, local hospital, aged care facility etc.)	Permanent, Temporary and Casual Employees	1. Special Leave (paid)	<i>Special Leave - Pay</i>	Approval of the absence to undertake the volunteer role must be obtained prior to commencement of any absence.	Directive relating to Special Leave – Schedule 2 or “Declared emergency situation or state disaster” as prescribed in Schedule 1 of the Directive.  Directive relating to Special Leave
Absence due to <b>Pandemic Related Death</b> of one or more close family member/s	Permanent, Temporary and Casual Employees	1. Special Leave (paid) (Bereavement Leave)	<i>Bereavement</i>	Two days leave on each permissible occasion.  Employee may also be entitled to additional bereavement leave without pay. Refer to entitlements in Directive relating to Special Leave.	Directive relating to Special Leave  Directive relating to Special Leave

Version 10: As at 4 January 2021