

Employee Leave Entitlements

Paid Special Leave

- Where an employee is required to self-isolate or not attend work in accordance with the Chief Health Officer's requirements (such as where an employee has close contact with a suspected case of Covid-19).
 - Includes casual employees who have been engaged on a regular and systematic basis for more than 3 months and the casual employment is expected to continue.
- Where an employee is required to self-isolate for travel overseas that commenced **before** midnight on 15 March 2020 and **before** their departure, their destination or transit point was not designated 'do not travel' or 'exercise a high degree of caution'



Paid Special Leave

- ‘At-risk’ employees (including casual employees) who cannot work from home, perform alternative duties or enter into flexible working arrangements – capped at 20 days.

Where an employee is entitled to paid Special Leave, a Covid Special Leave application needs to be completed and approved by a General Manager and then submitted to payroll who will enter COVID Paid Special in Kronos



Paid No Safe Job Leave

- For 'at risk' pregnant employees – when paid Special Leave is exhausted, are entitled to 'Paid No Safe Job Leave' under their Enterprise Agreement.

Managers should enter COVID LVE - Pd Special-NoSafeJob in Kronos



Personal Leave – personal sick leave

- Where an employee is ill (Covid-19 or another illness) and is absent from work
- ‘At risk’ employees who are unwell or whose underlying medical condition prevents them from working
- ‘At risk’ employees who have exhausted the 20 days paid Special Leave (can also use annual leave)

Managers should enter SICK LEAVE – with or without certificate or COVID LVE – SICK LEAVE in Kronos as appropriate



Personal Leave – carer's leave

- Where an employee is absent from work to care for a family or household member (who is required to self-isolate or is unwell)
- Evidence requirements are in accordance with the Enterprise Agreement.

Managers should enter COVID LVE – FAMILY LEAVE into Kronos.



Annual Leave and Long Service Leave

Applications for annual leave and long service leave must be agreed with the manager.

- 'At risk' employees who have exhausted the 20 days paid Special Leave (can also use Personal/Carer's leave)
- Employees who have refused a reasonable reassignment to alternative duties
- Employees who are stranded overseas or interstate



Annual Leave and Long Service Leave

- Employees who want to stay home as a precaution
- Employees required to care for their school aged children where before and after school care services are not available
- Employees who do not wish to send their children to school/childcare and cannot work from home

Manager should enter COVID LVE – Annual Leave in Kronos.



Car Parking and Working From Home

Car Parking deductions and Working From Home

- When employees return to working onsite permanently, their manager can log a payroll query to apply for reimbursement of car parking deductions made when the employee was working from home.
- Managers will need to record when employees started working from home and how often they worked from home.
- Where an employee has worked from home for only part of their contracted hours, they will only be reimbursed for days they worked from home.



Family violence in the context of COVID-19

Emergencies and natural disasters

- COVID-19 self isolation / quarantine has left many in their home with their abusers and cut off from their usual social supports
- Research demonstrates that family violence increases after emergency and natural disaster situations such as bushfires, earthquakes and hurricanes
- COVID-19 has impacted the service delivery in the family violence service sector



Family violence education is now online

Two types of training offered:

1. **Manager training:** to support Monash Health managers whose employees may be personally impacted by family violence in their own lives. Includes an introduction to family violence (1 hour).
2. **Family violence clinical education:** to support our response to patients who may be experiencing family violence (1 hour)

Each of these sessions addresses the impact of emergencies and natural disasters on the occurrence of family violence

All bookings via



Additional resources

- The **family violence intranet pages** include:
 - Employee support
 - How to respond
 - Resources
- Policies, procedures and guidelines available on **Prompt**:
 - Family violence policy
 - Family violence clinical guideline
 - Family violence: Managers' guide to supporting our employees
 - Intervention order procedure
 - Suspected child abuse procedure



More information contact:

Education enquires: familyviolenceeducation@monashhealth.org.au

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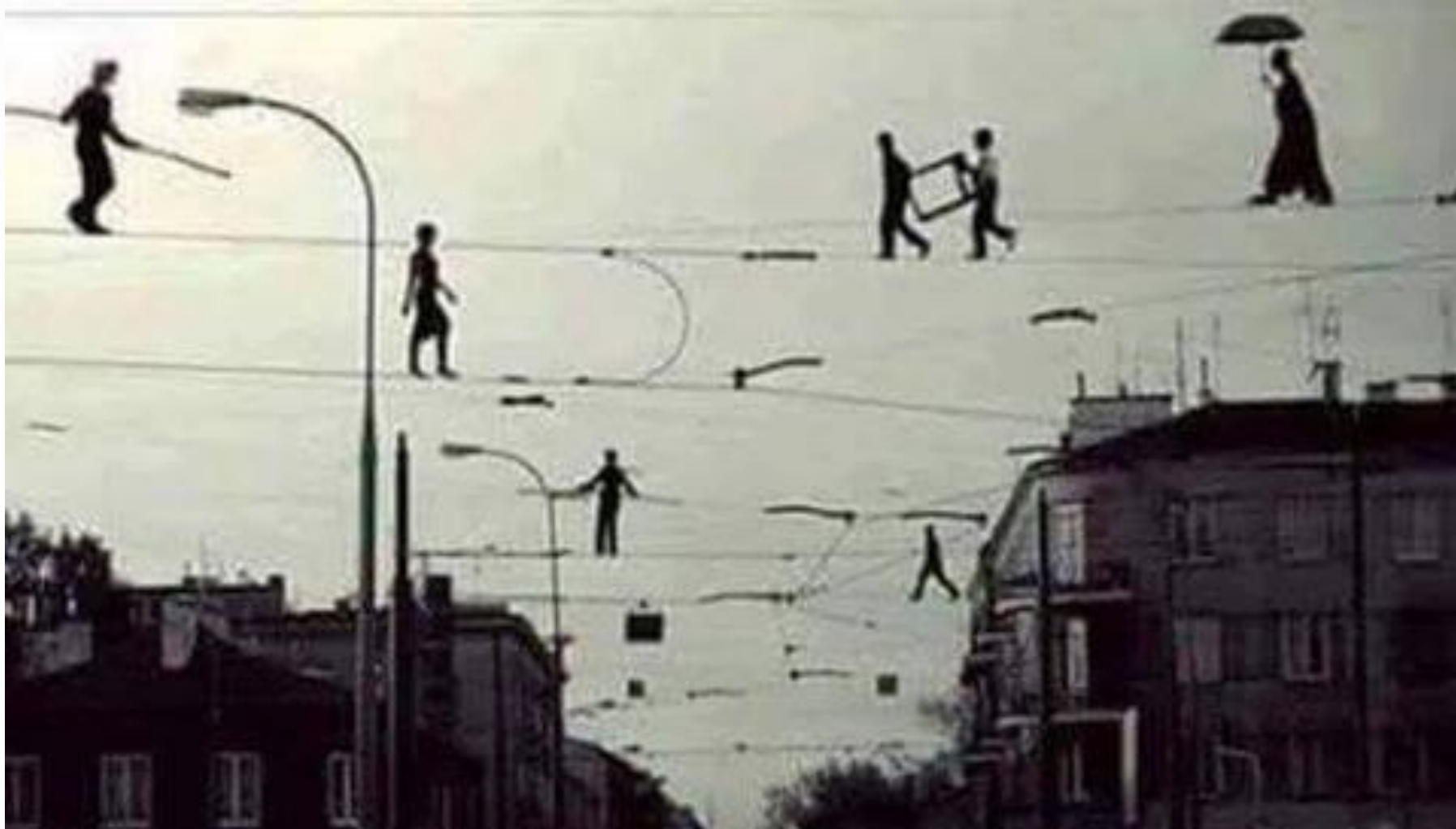
Jane Hooker – Family Violence Project Officer
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Managing Anxiety

Management Tools For Supporting Others
In Challenging Times

**In challenging times it is normal for people to feel anxious...
And leaders can support their teams in practical ways**



Different changes impact people differently ...

Tool 1: Applying the VUCA framework as a leader

1. Volatility



Vision

Characteristics: Fast change without a clear and predictable pattern

Approach:

1. Focus on preparedness and flexibility
2. Deliver on promises and focus on small wins
3. Use existing solutions and skills wherever possible

Skills: Future orientation, transparency, clarity

2. Uncertainty



Understanding

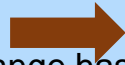
Characteristics: Frequent, disruptive, unpredictable changes with unknown outcomes

Approach:

1. Invest in information
2. Keep teams and individuals engaged
3. Act decisively

Skills: Engagement, collaboration, flexibility, valuing diversity

3. Complexity



Clarity

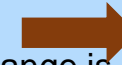
Characteristics: Change has many interconnected causes, parts and variables.

Approach:

1. Break the challenge down into a set of smaller, clearer components to be solved
2. Be simple and specific in your communications
3. Remain calm and considered

Skills: Data analysis, Problem-solving, focus, clarity and succinctness

4. Ambiguity



Agility

Characteristics: Change is unfamiliar and causation is completely unclear. No precedents exist and you face “unknown unknowns”.

Approach:

1. Be clear on purpose, direction and responsibilities
2. Experiment and innovate
3. Use “fast-fail” methodologies

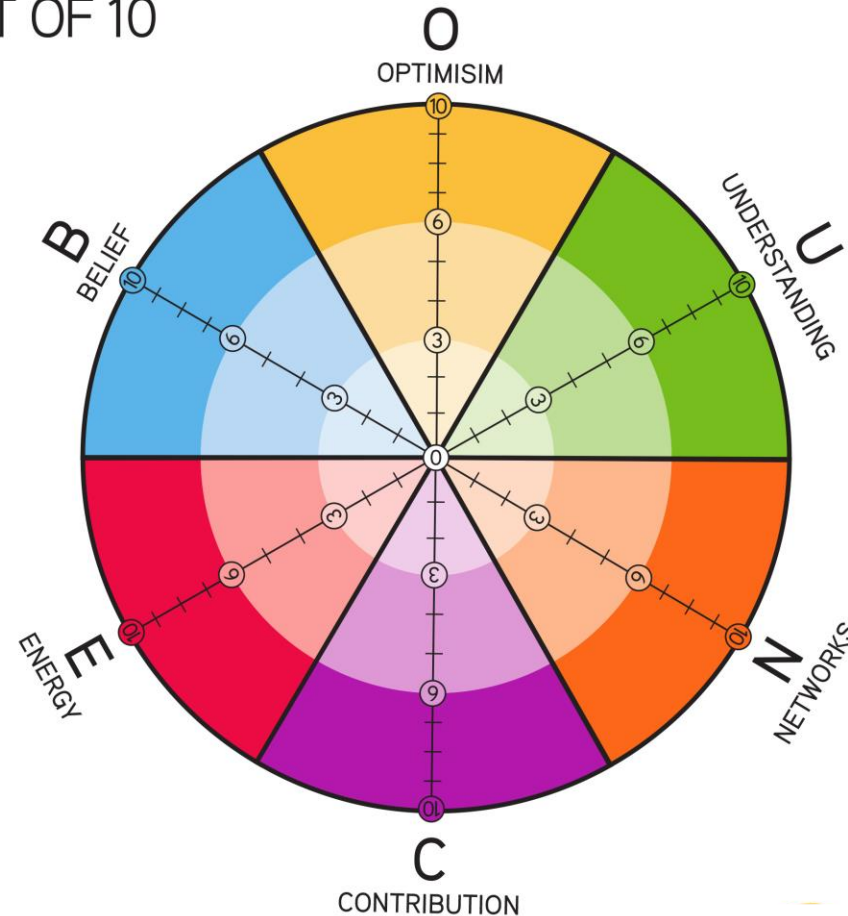
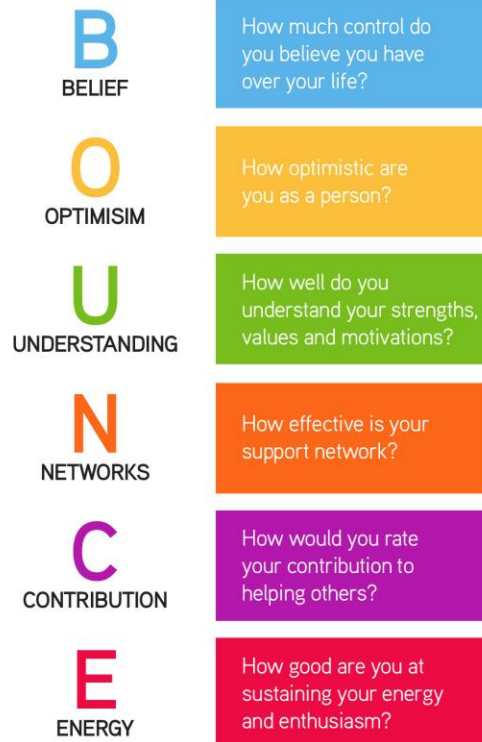
Skills: Accountability, innovation, change-advocacy



Helping individuals BOUNCE back ...

Tool 2: Understanding the 6 core elements of personal resilience

SCORE YOURSELF OUT OF 10



Negative thinking habits can especially heighten anxiety ...

Tool 3: Identifying and reducing unhelpful thinking styles

Unhelpful Thinking Styles

<p>All or nothing thinking</p>  <p>Sometimes called 'black and white thinking'</p> <p><i>If I'm not perfect I have failed</i></p> <p><i>Either I do it right or not at all</i></p>	<p>Over-generalizing</p>  <p>Seeing a pattern based upon a single event, or being overly broad in the conclusions we draw</p>
<p>Mental filter</p>  <p>Only paying attention to certain types of evidence</p> <p><i>Noticing our failures but not seeing our successes</i></p>	<p>Disqualifying the positive</p>  <p>Discounting the good things that have happened or that you have done for some reason or another</p> <p><i>That doesn't count</i></p>
<p>Jumping to conclusions</p>  <p>There are two key types of jumping to conclusions:</p> <ul style="list-style-type: none"> • Mind reading (imagining we know what others are thinking) • Fortune telling (predicting the future) 	<p>Magnification (catastrophizing) & minimization</p>  <p>Blowing things out of proportion (catastrophizing), or inappropriately shrinking something to make it seem less important</p>
<p>Emotional reasoning</p>  <p>Assuming that because we feel a certain way what we think must be true</p> <p><i>I feel embarrassed so I must be an idiot</i></p>	<p>should</p> <p>must</p> <p>Using critical words like 'should', 'must', or 'ought' can make us feel guilty, or like we have already failed</p> <p>If we apply 'shoulds' to other people the result is often frustration</p>
<p>Labelling</p>  <p>Assigning labels to ourselves or other people</p> <p><i>I'm a loser</i></p> <p><i>I'm completely useless</i></p> <p><i>They're such an idiot</i></p>	<p>Personalization</p> <p>"this is my fault"</p> <p>Blaming yourself or taking responsibility for something that wasn't completely your fault</p> <p>Conversely, blaming other people for something that was your fault</p>

- Are these thoughts helpful or useful?
- Are they true?
- Are they helping me stay resilient?
- Are they making me more stressed?



Support Is Available

- Monash Health “Call A Psychologist”

0418 905 414

- Monash Health Employee Assistance Programme

1300 687 327

- For more health and wellbeing support information

<https://coronavirus.monashhealth.org/>

