

Furloughed Employees

What is a 'Furloughed Employee'?

- A furloughed employee is someone who is not able to attend the workplace as they are required to isolate following close contact with an individual who has tested positive, or they are positive themselves.



Furlough Process

- Monash Health has created a 'Furloughed Employees' section of the COVID-19 website which includes;
 - Manager Checklist
 - Manager FAQs
 - Employee FAQs
 - Helpful resources and tools



Manager checklist step by step

	Task	Completed
1	Contact relevant DCO / Program Manager for guidance on next steps and further actions.	
2	In consultation with DCO / Program Manager, contact Infection Prevention and seek advice.	
3	Contact your People & Culture Business Partner for support and advice. Your People & Culture Business Partner will notify the relevant union/s.	
4	Obtain employee contact information. If required, contact relevant People & Culture Business Partner for assistance.	
5	Contact affected employees in your area. Consider if there are those outside your immediate team who may be impacted and liaise with managers from those disciplines.	
6	Have a communication plan for your team, how often will you meet, who needs to be included. Communications can occur via webex, texts, emails, phone calls. Consider hosting a social gathering via webex for people to connect.	
7	Provide employees with FAQ's and utilise manager FAQ's.	
8	Consider staffing requirements for your unit, e.g. supplementary rosters utilising casual staff with your direct manager.	
9	Consider if employees will need to be reassigned - refer to FAQ's and the Monash Health COVID-19 intranet page.	
10	Consider if employees can work from home, what support will they need to do so? Refer to FAQ's on the Monash Health COVID-19 intranet page.	



Manager checklist step by step (Cont.)

11	Before advising employees on leave options, ensure you are familiar with the different leave types available. If unsure, discuss with your People and Culture Business Partner and/or refer to FAQ's and the Monash Health COVID-19 intranet page.	
12	Refer to FAQs for procedure for processing leave. Seek support from your People and Culture Business Partner if needed.	
13	Refer to FAQs for WorkCover information for COVID-19 positive employees.	
14	If you have casual employees who are impacted refer to FAQs	
15	Contact COVID-19 employee hotline for support with <ul style="list-style-type: none"> ○ Hotel accommodation ○ Infection Control advice Refer to FAQs for details	
16	Plan welfare checks with affected staff based on individual needs	
17	Provide guidance for staff on how to access EAP, Call a Psychologist, suggest staff utilise resources on intranet.	
18	Have a communication plan for the broader team whilst employees are furloughed.	
19	Set people up to work from home – refer to FAQ's, IT guides and the Monash Health COVID-19 intranet page.	
20	Provide support for people to be setup on webex either via web or the app - refer to FAQs.	
21	Consider how you will welcome employees back into the workplace after their period of furlough	



Employee Leave Entitlements

If an employee is well and can work from home they will be paid as they would be normally.

If they are unable to work from home, they will be able to access paid special leave.

If they are COVID-19 positive – they can access personal leave or any other paid leave. If they have contracted COVID-19 through work they can make a WorkCover claim. Once the claim is accepted, any personal leave or annual leave taken as a result of being off work will be reimbursed



Employee FAQs

- Available for access both internally, and externally if employees are already not at work
- Covers the full range of FAQs related to Furloughed employees including;
 - Definitions
 - Leave entitlements
 - Resources
 - Contacts
- This section is set up very similar to the Manager FAQs. If you ensure you are across the Manager FAQs you will be across the Employee FAQs



Manager FAQs

- Important that you are familiar with the Manager FAQs and the Manager Checklist to ensure the process runs as smooth as possible
- The same categories are in the Manager FAQs as they are in the Employee FAQs however there are additional questions specific to ensuring employees are appropriately paid.
- Refer to this section first for any query you may have.
- If you require any further information please contact your People and Culture Business Partner.



Helpful resources and tools found in this section

- Close contact wellness diary
 - Used for furloughed employees to monitor their COVID-19 symptoms throughout.
- Contact information
 - All necessary contacts including the COVID-19 employee hotline, EAP, IT services etc.
- Reimbursement forms
 - Meal reimbursement
 - Car parking reimbursement
- Resources
 - Setting up Webmail from home
 - Setting up WebEx from home
- DHHS guidance for COVID-19 Close Contacts



What to do next?

- Familiarise yourself with the Manager sections of the Furloughed Employees page
- If you become aware that someone is required to self-isolate that you escalate and follow the Manager Checklist
- If you have any further questions please do not hesitate to contact or the COVID-19 employee hotline or your People and Culture Business Partner who will be able to assist.

