



Kronos leave codes for COVID-19

The COVID-19 pandemic is an evolving situation. This advice is correct as of 12 August 2020.

Kronos code	Use when	Process
COVID LVE – Sick Lve	An employee tests positive to COVID-19	Kronos manager enters COVID LVE – Sick Lve <ul style="list-style-type: none"> Employee’s accrued personal (sick) leave is used. If accrued entitlement is exhausted unpaid personal (sick) leave will automatically be processed. In this situation other paid and unpaid leave entitlements (such as annual leave) may be taken. Kronos managers to enter the relevant Kronos code.
COVID LVE – FAMILY Lve	A member of the employee’s immediate family/household is unwell or tests positive to COVID-19 and the employee has caring responsibilities <ul style="list-style-type: none"> Not to be used when caring for children who are unable to attend school/childcare where Victoria’s Chief Health Officer requires the school/childcare centre to be closed due to COVID-19 related matters. 	Kronos manager enters COVID LVE – FAMILY Lve <ul style="list-style-type: none"> Employee’s accrued personal (carers) leave is used.
COVID LVE – Annual Lve	<ul style="list-style-type: none"> An employee has exhausted their accrued personal (sick) leave entitlement. An employee has returned from overseas having commenced travel after 15 March 2020, is not unwell 	Kronos manager enters COVID LVE – Annual Lve <ul style="list-style-type: none"> Employee’s accrued annual leave is used.



	<p>and has tested negative to COVID-19.</p> <ul style="list-style-type: none"> • A member of the employee’s immediate family/household is not unwell but is required to undergo a period of self-quarantine. 	
Special Pd LVE - COVID	<ul style="list-style-type: none"> • An employee is a close contact of a confirmed COVID-19 case and is directed to self-isolate by DHHS, is not unwell and tests negative to COVID-19. • An employee who commenced travel before 15 March 2020 (or before their travel destination was identified as ‘do not travel’ or ‘exercise a high degree of caution’) has returned from overseas, is not unwell and tests negative to COVID-19. • An employee is tested for COVID-19 on or after 7 July 2020, is symptomatic and is required to self-isolate while waiting for COVID-19 results. • Term 3 school closures where there is no onsite learning and other household member/s are not available to care for the child(ren) (up to 20 days). Not available if the employee chooses not to send their child(ren) to school. • School holidays extended beyond those already scheduled (available in limited circumstances). 	<p>New process:</p> <ul style="list-style-type: none"> • Special Paid Leave Application – COVID-19 (link) is completed and Kronos manager obtains GM or direct report approval. • Once approval is obtained Kronos manager enters Special Pd LVE – COVID in Kronos.
Special Pd LVE – COVID CASUAL	<p>A casual employee who has been employed on a regular and systematic basis for at least three months and is anticipated to continue to be employed on a</p>	<p>New process:</p> <ul style="list-style-type: none"> • Special Paid Leave Application – COVID-19 (link) is completed and Kronos manager



	regular and systematic basis is required to self-isolate	obtains GM or direct report approval. <ul style="list-style-type: none">• Once approval is obtained Kronos manager enters Special Pd LVE – COVID CASUAL in Kronos.
Special Pd LVE – No safe job	An employee meets the criteria for 'High Risk Employee' and cannot be placed in a safe environment or an alternative work arrangement. Up to 20 days available (pro-rata for part time employees)	New process: <ul style="list-style-type: none">• Special Paid Leave Application – COVID-19 (link) is completed and Kronos manager obtains GM or direct report approval.• Application is sent to Payroll to be processed.