



Kronos leave codes for COVID-19

The COVID-19 pandemic is an evolving situation. This advice is effective from 1 January 2022.

Kronos code	Use when	Process
<p>Sick Lve – With Cert Sick Lve – Without Cert</p>	<ul style="list-style-type: none"> • An employee tests <u>negative</u> to COVID-19, and is unwell • Where an employee is positive for COVID-19 and still unwell after the 7-day isolation period. • An employee is required to test and isolate upon returning from interstate or overseas travel, is unwell and is unable to work from home 	<p>Kronos manager enters: Sick Lve – With Cert Sick Lve – Without Cert</p> <ul style="list-style-type: none"> • Employee’s accrued personal (sick) leave is used • If accrued entitlements 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
<p>Annual Leave</p>	<ul style="list-style-type: none"> • An employee is required to test and isolate upon returning from interstate or overseas travel, is not unwell and is unable to work from home 	<p>Kronos manager enters: Annual Leave</p> <ul style="list-style-type: none"> • Employee’s accrued annual leave is used
<p>Special Pd LVE - COVID</p>	<ul style="list-style-type: none"> • An employee tests <u>positive</u> to COVID-19, is unwell and unable to work from home. Special paid leave for their ordinary working hours during their 7-day isolation period. • An employee is deemed a close contact, is unable to work from home or go to work under the exemption. Special paid leave for their ordinary working hours during the 7-day quarantine period. • A member of the employee’s immediate family/household <u>tests positive</u> to COVID-19 and the employee has caring responsibilities for the immediate family or household member. Special paid leave for their ordinary working hours during the 	<ul style="list-style-type: none"> • Special Paid Leave Application – COVID19 is completed, and Kronos manager obtains GM or direct report approval • Once approval is obtained Kronos manager enters Special Pd LVE – COVID in Kronos



	<p>7-day quarantine period.</p> <ul style="list-style-type: none"> • If an employee is required to be tested for COVID-19, isolate awaiting a PCR test result, unable to work from home and not already on paid leave. • Employee experiences an adverse event after receiving a COVID-19 booster dose. Special paid leave for 2 days following COVID-19 booster dose. 	
Special Pd LVE – COVID CASUAL	<ul style="list-style-type: none"> • 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 regular and systematic basis is a close contact of a confirmed COVID-19 case, is unwell and required to self-isolate awaiting a test result 	<ul style="list-style-type: none"> • Special Paid Leave Application – COVID19 is completed and Kronos manager obtains GM or direct report approval • Once approval is obtained Kronos manager enters Special Pd LVE – COVID CASUAL in Kronos
SPECIAL Pd LVE - COVID VAC	<ul style="list-style-type: none"> • Employee is required to be vaccinated because of: <ol style="list-style-type: none"> 1. A public health order; or 2. At the direction of Monash Health • If it is not practicable or possible to receive the vaccination in paid time, employees may receive up to 4 hours ordinary pay, on a case-by-case basis. Time off without loss of pay to travel to and from a vaccination centre to be vaccinated. 	<ul style="list-style-type: none"> • Employee requests for paid time off must be approved by their manager in advance. • Special Paid Leave Application – COVID19 is completed, and Kronos manager obtains GM or direct report approval • Once approval is obtained Kronos manager enters SPECIAL Pd LVE - COVID VAC in Kronos