

COVID-19 Leave Types Flow Chart

The COVID-19 pandemic is an evolving situation. Please ensure you are staying up to date with the latest advice.

For evidence requirements, see the Leave webpage on the [COVID-19 employee website](#).

Testing

Employee has symptoms and tests for COVID-19

Positive test result (RAT/PCR)

Negative RAT test result

PCR test – employee waiting for results

Special Paid Leave for the 7 day quarantine period if unable to work from home (including alternative duties) and/or not already on paid leave

Employee returns to work if well enough to do so. No leave required

Personal Leave (Sick Leave – with cert or without cert) if symptomatic and unable to work

Close contacts

Employee is a close contact of an immediate family or household member and is unable to return to work on site (due to risk assessment) or unable to work from home (including alternative duties)

Special Paid Leave for the 7 day quarantine period if not already on paid leave

Family members

A member of the employee's immediate family/household is unwell or tests positive to COVID-19 and the employee has caring responsibilities for the immediate family or household member

Carer's Leave (Sick Leave – Family)

Vaccination

Employee experiences an adverse event after receiving a COVID-19 vaccine (including booster shots)

Paid Special Leave for up to 2 days following COVID-19 vaccine (including booster shots)

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.

Employee requests for paid time off must be approved by their manager in advance

If an employee is eligible for paid special leave, managers can approve and enter **Special Pd LVE – COVID** (for permanent employees) or **Special Pd LVE – COVID CASUAL** (for casuals) on behalf of employees into UKG Dimensions

If employee is eligible managers can approve and enter **SPECIAL Pd LVE - COVID VAC** in UKG Dimensions

Employee affected by COVID-19