

COVID Leave and Payments

Employee Forum | Tuesday 9 August 2022



Leave

What if I am required to not attend work in accordance with Victoria's Chief Health Officer's advice?

If you are unable to work from home, you will be able to access paid special leave. For example, if you have been directed to self-isolate due to testing positive for COVID-19.

What if I am a close contact or exposed to COVID-19 within my household?

If you are eligible to return to work under the exemption for close contacts but you do not wish to, please speak to your manager about whether you are able to work from home.

Information about close contacts and exemptions for close contacts can be found on the COVID-19 web page under the Furloughed employees section.

If you are unable to work from home and are required to isolate, from 1 January 2022 you will have access to paid special leave for the 7 day quarantine period. If you are a close contact and do not develop COVID during this period, you can return to work.

If you develop COVID after being a close contact, you are eligible for another 7 day period of special paid leave. If you are still unwell after that 7 day period, you will need to access personal leave or other paid leave.



Leave

What leave am I entitled to if I get COVID-19?

If you test positive for COVID-19 on or after 1 January 2022 you will be entitled to special paid leave for the 7 days you are required to isolate. If you are still symptomatic following that 7-day period and you are unable to return to work, you will be expected to use your accrued personal leave or other leave entitlements.

If you are well enough to work from home, please speak to your manager about whether this can be accommodated.

If you are positive for COVID-19 you are not required to provide a medical certificate, but you should provide proof of your positive test result (either RAT or PCR), this may include evidence of your positive RAT being reported to the Department of Health.

How to report your positive COVID-19 test result to Monash Health

Notify your Manager and complete our online **COVID-19 Positive Notification Form** which can be found on the intranet (coronavirus.monashhealth.org) under Employees > 'What to do if you test positive for COVID-19'.

If you received a positive result using a RAT, you also need to notify the Department of Health using their [COVID-19 Positive Rapid Antigen Test Self-Reporting Form](#).



Leave

What happens if I get COVID while on annual leave in Australia?

If you are on annual leave when you test positive for COVID-19 on or after 1 January 2022, you will be able to convert your annual leave to special paid leave for the 7 days you are required to isolate.

If you are still unwell following the 7 day isolation period, you will be able to access your accrued personal leave or other leave entitlements.

What happens if I get COVID when on annual leave overseas?

Special paid leave is not available for personal overseas travel or if you have returned from overseas travel and are required to quarantine in accordance with Federal and/or Victorian Government public health directions.

Where you are unwell while overseas you may be eligible for personal leave in accordance with your relevant Enterprise Agreement.



Winter Retention and Surge Payments

What is the Winter Retention and Surge Payment?

The retention and surge payment is available to all eligible Victorian public health service employees for a period of 3 months from 1 July 2022 until 30 September 2022 (Eligibility Period). Its purpose is to recognise the challenging circumstances that all health service workers are enduring as Victoria heads into what is expected to be the busiest Winter yet.

Who is eligible for the Winter Retention and Surge Payment?

All Monash Health employees (full-time, part-time and casual), including clinical and non-clinical employees, will be eligible for a one-off gross payment **of up to \$3,000**, paid on two separate payment dates, provided they meet all the Eligibility Criteria.



Winter Retention and Surge Payments

What are the eligibility criteria?

- Employees will need to be a current employee of Monash Health as of 1 July 2022 and remain employed until 30 September 2022 (the Eligibility Period) to be eligible for both payments.
- All full-time, part-time and casual employees are eligible for the payment where they remain employed as at 15 August 2022 (for the first payment) and 30 September 2022 for the second payment, provided they meet all eligibility criteria.
- Part-time and casual employees are entitled to a pro-rata payment.
- Casual employees must have worked at least 1 rostered shift between 1 July 2022 and 30 September 2022 to receive a prorated payment.
- Employees on paid leave and unpaid parental leave will be eligible for the payment
- Employees who have changed employers, however, have remained in the public health service throughout the Eligibility Period will be eligible for the payment. A certificate of service will be required in this case.
- New employees (full-time, part-time and casual) who commence with Monash Health between 1 July and 30 September 2022 will be paid a pro-rata payment based on their time employed, or hours worked. For example, if a new employee commences on 1 August, they are only eligible to receive 33% of the first payment. This will then be further pro-rated against their contracted EFT.



Winter Retention and Surge Payments

When will the Winter Retention and Surge Payment be paid?

- The Winter Retention and Surge Payment will be made over two instalments of \$1,500 gross (pro-rata for casual, part-time and new employees that commence between 1 July and 30 September 2022).
- **The first of the two payments will be paid as follows:**
 - H pay cycle – Fortnight ending 4 September, paid 8 September
 - N pay cycle – Fortnight ending 11 September, paid 15 September
- Payments will be taxed in accordance with ATO requirements.

