

COVID-19 Leave Types
Flow Chart

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

Employee

Employee is unwell with COVID-19 Symptoms or has tested positive to COVID-19

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

Paid Personal Leave (Sick Leave – with cert or without cert) for the quarantine period

Paid Personal Leave accrual exhausted

Special Paid Leave for the quarantine period if unable to work from home (including alternative duties)

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

Carer's Leave (Sick Leave – Family)

Employee affected by COVID-19