

## COVID-19 LEAVE INFORMATION

1. Staff who have students at a private school that is closing. What type of leave can they apply for?

Consideration should be given to whether an employee is able to work from home in these circumstances in discussion with their principal.

Where the employee forms the view that they are not in a position to perform duties at home due to carer responsibilities, they may access carer's leave, or some other form of leave should they choose.

2. If a local government school closes and staff have to stay home to look after their children again what type of leave is available – Don't know if it's different between government and non-government schools.

As above

3. A follow up to last night's question about those who choose to go overseas and then do the self-isolating. A BM has said that her Principal was told that it wasn't an automatic Yes and would be assessed. Is this correct? I am assuming that you would like schools to send in the all the details of their staff, rather than each staff member applying? Or do you need each staff member to apply. The Principal mentioned that it is because the PM has said the self-isolating period and reconsider, but they go anyway. He wasn't sure who he spoke to.

Current advice is that employees are required to self-isolate for 14 days following exposure to any confirmed novel coronavirus case, on arrival into Australia from overseas from midnight, Sunday 15 March 2020 or following a recommendation issued by the Chief Health Officer, Victoria. As is currently the case the school should forward any applications for special paid leave to the Policy and Employee Relations Branch at [employee.relations@education.vic.gov.au](mailto:employee.relations@education.vic.gov.au)

The following information should be provided:

- Employee ID
- Employee Name
- School Name
- 14-day isolation dates (up to 10 working days for paid special leave pro rata)
- Evidence (i.e. medical certificate, travel itinerary, plane tickets etc) or a statutory declaration.

4. Staff that need to self-isolate because of low immunity. What types of leave are permissible for them.

Consideration should be given to allowing an employee whose medical circumstances make them more vulnerable to contracting COVID-19 to work from home in discussion with their principal.

Where the employee forms the view that they are not in a position to perform duties at home they may access personal leave, or some other form of leave should they choose.

5. Staff that choose to self-isolate (not high risk), – what type of leave can be considered?

Employees who choose to self-isolate are not eligible for the 10 days' special paid leave. These employees will need to apply for another form of leave.