

Coronavirus absence options.

Scenario	Options
Employee is sick	<ul style="list-style-type: none"> • Personal leave (if available) or unpaid leave
Employee is not sick but must care for a member of their immediate family or household who is sick	<ul style="list-style-type: none"> • Personal leave (if available) or unpaid leave
Employee is not sick but refuses to come to work because of risk of infection	<ul style="list-style-type: none"> • If no real risk of infection at work, unauthorised absence with no pay • At your discretion, you may allow employee to take accrued leave (eg annual leave, long service leave) • If no leave agreed and employee remains absent, contact Advice Team
Employee is not sick but cannot attend workplace because they are stuck overseas	<ul style="list-style-type: none"> • Explore option to work remotely (if suitable) • Otherwise, allow use of accrued annual leave or long service leave, or unpaid leave
Employee is not sick but is quarantined by health authorities in Government facility	<ul style="list-style-type: none"> • Explore option to work from quarantine (if suitable) • Otherwise, allow use of accrued annual leave or long service leave, or unpaid leave
Employee is not sick but has self-isolated due to Government guidance	<ul style="list-style-type: none"> • Explore option to work remotely (eg from home, if suitable) • Otherwise, allow use of accrued annual leave or long service leave, or unpaid leave
Employee is not sick, but employer requires employee to stay away as a precautionary measure	<ul style="list-style-type: none"> • Explore option to work remotely (eg from home, if suitable) • Unless special circumstances existing, pay employee ordinary rate of pay for the shifts they would have done in that timeframe • Contact Advice Team before proceeding
Employer temporarily closes workplace due to actual or suspected case of coronavirus	<ul style="list-style-type: none"> • Explore option to work remotely (eg from home, if suitable) • If not an option, depending on the circumstances, you may be able to place employees on unpaid leave • Contact Advice Team before proceeding