



HR FACT SHEET

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)
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
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
Permanent employee returns a positive rapid antigen test result for COVID-19, but the employee returns a negative standard COVID-19 test	<ul style="list-style-type: none"> • Paid for time worked up until the positive result is returned • Not paid between time of positive test result and confirmation of negative standard COVID-19 test. However, by mutual agreement, annual leave can be taken • The employee should be directed to return to work after the negative result is received
Permanent employee returns a positive rapid antigen test result for COVID-19, which is later confirmed as positive by a standard COVID-19 test	<ul style="list-style-type: none"> • Paid for time worked up until the positive result is returned • Personal/carer's leave for the period of absence
Casual employee returns a positive rapid antigen test result for COVID-19	<ul style="list-style-type: none"> • If not at work – cancel the employee's shift and let them know they will not be offered further shifts until they present a standard negative COVID-19 test result • If at work or on their way to work – pay for the time worked (or any applicable minimum engagement payment under an industrial instrument). Cancel any other shifts allocated to the employee and let them know they will not be offered further shifts until they present a standard negative COVID-19 test result