

Coronavirus Absence Options

January 2022

Scenario	Options
Employee is sick	<ul style="list-style-type: none"> Personal/carer's leave (if available) or unpaid leave or unpaid pandemic leave (if applicable)
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/carer's leave (if available) or unpaid leave or unpaid pandemic leave (if applicable)
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) or agree to the employee taking a period of unpaid 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 by agreement
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, unpaid leave, or unpaid pandemic leave (if applicable)
Employee is not sick but has self-isolated due to Government guidance (for example, the employee is a close contact of a confirmed case)	<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, unpaid leave, or unpaid pandemic leave (if applicable)
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 exist, pay employee ordinary rate of pay for the shifts they would have done in that timeframe, including any applicable shift penalties
Employer temporarily closes workplace due to actual or suspected case of coronavirus and government requirements	<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 stand down employees without pay, or allow them to take accrued paid leave, unpaid pandemic leave, or unpaid leave if applicable
Permanent employee returns a positive rapid antigen test result for COVID-19	<ul style="list-style-type: none"> Personal leave or unpaid pandemic leave (if applicable, or unpaid leave by agreement) The employee should be directed to return to work once they satisfy public health rules for being eligible to leave self-isolation or quarantine
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 satisfy public health rules for being eligible to leave self-isolation or quarantine 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 satisfy public health rules for being eligible to leave self-isolation or quarantine