

## COVID Non-Productive

This factsheet provides information to assist in rostering the COVID Non-Productive reason in HealthRoster for employees to be paid special leave. See [MoH Workforce Advice 13 March 2020](#) for further information.

### Information

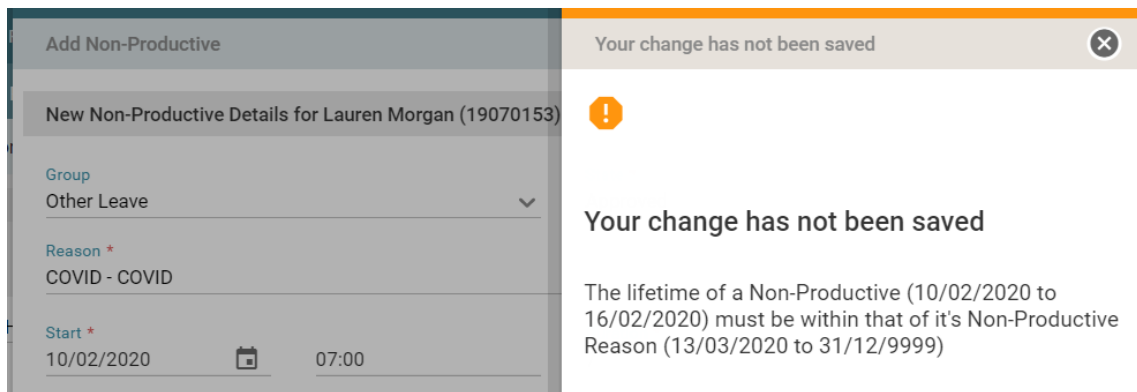
A Non-Productive reason **COVID** has been added to HealthRoster to assist in managing and reporting on Non-Productive episodes related to Coronavirus (COVID-19).

### When should this Non-Productive be used?

In the instance where a Health Agency excludes an employee from the work place to self-isolate due to COVID19 and the employee is unable to complete meaningful work at home, the Health Agency may determine that Special Leave is applicable to be rostered for the employee. See [MoH Workforce Advice 13 March 2020](#).

When the COVID Non-Productive reason is applied the employee will be paid Special Leave. This will not affect the balance of other leave types. The number of days that can be applied is as advised by the relevant local Workforce teams.

The COVID Non-Productive reason is not able to be applied prior to the 13<sup>th</sup> March 2020. If there is an attempt to assign the Non-Productive prior to the 13<sup>th</sup> March 2020, the below error message will appear.



### Employee Eligibility

The COVID Non-Productive is applicable for employees with the below employment types:

- Full Time
- Part Time
- Casual
- Agency Nurse

The application of the COVID Non-Productive reason to casual employees and agency nurses is at the discretion of the Health Agency. Before applying this code to these employees, the relevant local workforce team should be consulted.

## How to apply the COVID Non-Productive

- Follow the normal HealthRoster steps to add a Non-Productive
- Select Other Leave from the Group drop down menu
- Select COVID-COVID from the reason drop down menu
- Ensure that the hours in the Work time sections are correct
- Select OK

Add Non-Productive ✕

New Non-Productive Details for Lauren Morgan (19070153)

**Group**  
Other Leave ▼

**State \***  
Approved ▼

**Reason \***  
COVID - COVID ▼

**Start \*** 01/06/2020 📅 07:00 **Duration \*** 14 - +

**End \*** 14/06/2020 📅 23:59

**Cost Centre**  
(Default) 600412 - 600412 Medical Nursing (600412) ⋮

Work Time Refresh

**Week Start** 01/06/2020 ▼ Reset to default values

Assignment ↑	Cost Centre	1/6 Mo	2/6 Tu	3/6 We	4/6 Th	5/6 Fr	6/6 Sa
600412 Medi	600412 - 600412 Medical Nursing (600412)	08:00	08:00	08:00	08:00	08:00	00:00

Cancel
OK

The COVID non-Productive will appear on the employee's roster and will be extracted in the pay file.

Morgan, Lauren (NM- NUM-2) - 19070153	<div style="background-color: #808080; color: white; padding: 2px 5px; border: 1px solid #ccc;">COVID</div>
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Further information and support email: [EHNSW-AdminNotificationOperations@health.nsw.gov.au](mailto:EHNSW-AdminNotificationOperations@health.nsw.gov.au)