

The Sydney Children's Hospitals Network (SCHN) COVID-19 Special Paid Leave and Health Roster Information

COVID-19 Special Paid Leave Provisions

In respect of COVID-19, paid special leave of up to 20 days in total may be granted to employees who are unable to work because they are:

- Self-isolating due to travel or close contact COVID-19 exposure
- Caring for family members sick with COVID-19
- Caring for family members due to closure of school/day-care
- Unable to attend work due to transport disruptions or workplace closure
- A vulnerable health worker who following completion of a risk assessment is unable to be redeployed to a lower COVID-19 risk environment and is unable to work from home or self-isolation.

Special leave is to be paid at the base rate (excluding allowances and penalty rates) and will be provided in advance of the need to access other leave entitlements, if available. After the 20 days total paid special leave has been used, employees may access accrued leave entitlements (in accordance with normal processes).

The current Ministry of Health Workforce Advice is attached for your information.

Important Notes

- The COVID-19 Special Paid Leave provisions of up to 20 days were made available from March 2020. Currently, as this is a one off provision, the 20 days cannot be re-granted once utilised.
- Tier 3 managers are the SCHN delegated approvers for COVID-19 Special Paid Leave.
- Managers will need to monitor the number of COVID-19 Special Paid Leave to ensure they are granted in line with Ministry of Health advice and do not exceed 20 days (pro-rata for part time employees).
- Department of Education has advised that schools would not turn away any student from attending the school site in person. Schools will provide a program of learning for students who attend school, and students who are learning from home. If an employee chooses to keep their children at home while schools are officially open, the COVID paid special leave provisions do not apply. Where some schools have officially closed and the employees have provided evidence to their manager, COVID paid special leave should be granted if working from home is not practicable.
- If an employee is sick due to COVID-19 or any other reason, current sick leave entitlements and conditions apply.

How the COVID-19 Special Paid Leave days are calculated

The 20 days is based the ordinary hours specified in the relevant Award and can vary depending on the Award. The maximum paid special leave hours are calculated as follows for full time employees (note: pro rata for part time employees):

Full Time Award Hours	Maximum Paid Special Leave Hours
35 hours per week	140 hours
38 hours per week	152 hours
40 hours per week	160 hours

Due to varying shift length for some employees, the paid special leave provisions may be used in less than 20 days. For example, a full time 12 hour shift employee would be rostered as they would have worked, and paid special leave would be applied for each shift until the maximum hours as described in the table above is reached.

Scenarios

Scenario	HealthRoster Non-Productive	Details	Costing
Employee unable to work due to COVID-19 and meets the provision for COVID-19 leave as per attachment 'Special Paid Leave Provisions'	COVID-19, Non Productive	https://intranet.hss.health.nsw.gov.au/_data/assets/pdf_file/0004/1232194/Factsheet-COVID-Non-Productive.pdf	No change to cost centre, leave in home cost centre. Any staff backfill required for COVID-19 related leave is to be costed as normal, not to the COVID-19 cost centre.
Employee receive a vaccination during working hours	COVID-19 Vaccination, Non Productive	https://intranet.hss.health.nsw.gov.au/_data/assets/pdf_file/0020/1300961/Fact-Sheet-COVID-Vaccination-Non-Productive.pdf	If the employee receiving the vaccination is backfilled, then the hours the employee who performed the backfill are to be costed to a COVID-19 cost centre. Use attachment SCHN COVID-19 Vaccination Expense Reporting and Rostering Guidelines to determine cost centre. Cost centres cannot be changed retrospectively in HealthRoster, please liaise with your finance team if changes to cost centres need to be made retrospectively.
Sickness following COVID-19 Vaccination	Sick Leave, Non Productive	Managers can add a note to the non-productive if they choose, to say that the employee was sick following vaccination. The note is on the non-productive not a duty note. Please refer to page 163 of below user guide for details on non-productive notes. https://intranet.hss.health.nsw.gov.au/_data/assets/pdf_file/0007/1302892/UG-Roster-Creation-Management-Part-1-User-Guide.pdf	No change to cost centre, leave in home cost centre. Any staff backfill required is to be costed as normal, not to the COVID-19 cost centre.