

# Coronavirus absence options.

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

\*Paid pandemic leave is currently only available for workers in the aged care industry under the Aged Care Award 2010, Health Professionals and Support Services Award 2020, and Nurses 2010. Conditions apply for employees to access this entitlement.