

Coronavirus Absence Options



Scenario	Options
Employee is sick	Personal leave (if available), time in lieu (if available) or unpaid leave.
Employee is not sick but must care for a member of their immediate family or household who is sick	Personal leave (if available), time in lieu (if available) or unpaid leave
Employee is not sick but is concerned about risk of infection (work from home granted by employer)	Normal pay for hours worked If employee takes leave during the work from home period, normal leave rules apply
Employee is not sick but refuses to come to work because of risk of infection (work from home not granted by employer)	If no real risk of infection at work, unauthorised absence with no pay At our discretion, we may allow employee to take accrued leave (eg annual leave, long service leave) If employee remains absent and no leave is agreed further disciplinary action may be taken
Employee is not sick but cannot attend workplace because they are stuck overseas	We will explore option to work remotely (if suitable) Otherwise, leave to be taken is accrued annual leave or long service leave, time in lieu (if available) or unpaid leave
Employee is not sick but is quarantined by health authorities in a government facility	We will explore option to work from quarantine (if suitable) Otherwise, leave to be taken is accrued annual leave or long service leave, time in lieu (if available) or unpaid leave
Employee is not sick but has self-isolated due to Government guidance	We will explore option to work remotely (eg from home, if suitable) Otherwise, leave to be taken is accrued annual leave or long service leave, time in lieu (if available) or unpaid leave
Employee is not sick, but employer requires employee to stay away as a precautionary measure	We will explore option to work remotely (eg from home, if suitable) Unless special circumstances exist, employees will be paid their ordinary rate of pay for their normal hours
Employer temporarily closes workplace due to actual or suspected case of coronavirus	We will explore option to work remotely (eg from home, if suitable) If not an option, leave to be taken is accrued annual leave or long service leave, time in lieu (if available) or unpaid leave

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