

ADDITIONAL SUPPORT LEAVE

MARCH 2021

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Personal/Carers Leave and Additional Support Leave during COVID-19 pandemic

Personal/Carers Leave During The COVID-19 Pandemic

The COVID-19 pandemic is likely to mean that some Life Without Barriers staff will be unable to attend work because of illness or self-quarantine.

Most Life Without Barriers employees (other than casuals) are entitled to 10 days paid personal/carers leave (i.e. sick leave) for each year of service. The entitlement is based on hours of work and accumulates from year to year. Many employees will have an accrual in excess of 10 days. Some staff may be eligible for more than 10 days leave depending on their award or enterprise agreement.

In the context of COVID-19, personal/carers leave will apply:

- When a full or part-time employee is not fit for work because they have contracted the virus;
- If an employee needs to look after a family member or member of the employee's household who is sick with the virus; or
- If an employee needs to look after a family member or member of the employee's household because of an unexpected emergency, such as a shutdown of carer or school facilities which requires the employee to mind a healthy child or elderly member (noting that the need must be 'unexpected', as in with little or no warning, to trigger the leave entitlement, so forewarned or ongoing closures may not be covered).

There may also be circumstances where staff need to take leave due to COVID-19 where personal/carers leave does not apply. These include:

- When a full or part-time employee is required to self-isolate or quarantine but they do not have symptoms and are not sick

Additional Support Leave For Staff During The Coronavirus (COVID-19) Pandemic

For some people, COVID-19 will mean needing to take more personal/carers leave than they have accumulated. For casual staff, this would usually mean they would take unpaid leave.

To protect and support these people, Life Without Barriers has decided to gift eligible employees who work directly with clients additional leave, beyond their usual entitlements.

Life Without Barriers wants to ensure that eligible employees have a baseline of two weeks paid leave if required. This may include a combination of accrued personal/carers leave and Additional Support Leave.

Additional Support Leave (ASL)

Life Without Barriers will provide Additional Support Leave (ASL) for eligible employees who need to take leave due to COVID-19 and do not have access to leave, have exhausted their personal/carers leave balances or need to take leave for a scenario in which personal/carers leave does not apply.

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Additional Support Leave will apply to staff who work directly with clients.

This includes:

- Additional Support Leave will be available for casual employees who do not typically have a legislative entitlement
- Additional Support Leave will be available for part-time and full-time employees who have insufficient accrued personal/carers leave

Additionally, eligible staff will be supported to work from home if they need to self-quarantine, if their role allows them to work remotely.

Up to a total of two weeks Additional Support Leave will be made available to eligible employees who are unable to attend work because they are ill with a COVID -19 related illness; are required to self-quarantine; or are required to care or support for a family member.

Additional Support Leave will be paid when eligible employees either have no access to personal/carers leave (i.e. casual staff) or have insufficient personal/carers leave accruals (part-time and full-time employees).

Who Qualifies For Additional Support Leave?

Additional Support Leave will be available to Life Without Barriers, VDAS, DUO and NSW Central employees who are required to work directly with our clients and who are unable to attend work due to COVID-19.

It will not be available to staff who do not work directly with our clients (i.e. Corporate Support staff or Client Services management roles).

How Will Additional Support Leave Be Paid?

Type of Employee	Payment
Full-time direct support employees	Up to two weeks pay
Part-time direct support employees	Up to two weeks pay calculated on the average hours worked over the previous eight weeks
Casual direct support employees	Up to two weeks pay calculated on the average hours worked over the previous eight weeks

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What Leave Can Employees Access?

Employees can have access to up to two weeks Additional Support Leave in the following circumstances:

Type of Employee	Self-Quarantine with no symptoms	COVID-19 Illness or Suspected Illness	Care / Support for family members
Full-time direct support employees	<p>If unable to attend work and no alternative duties are available:</p> <ul style="list-style-type: none"> ASL will be paid to ensure employees have a minimum of two weeks pay Access to annual leave on request 	<ul style="list-style-type: none"> Access to accrued personal/carers leave ASL will be paid to ensure employees have a minimum of two weeks pay Access to annual leave on request 	<ul style="list-style-type: none"> Access to accrued personal/carers leave ASL will be paid to ensure employees have a minimum of two weeks pay Access to annual leave on request
Part-time direct support employees	<p>If unable to attend work and no alternative duties are available:</p> <ul style="list-style-type: none"> ASL will be paid to ensure employees have a minimum of two weeks pay Access to annual leave on request 	<ul style="list-style-type: none"> Access to accrued personal/carers leave ASL will be paid to ensure employees have a minimum of two weeks pay Access to annual leave on request 	<ul style="list-style-type: none"> Access to accrued personal/carers leave ASL will be paid to ensure employees have a minimum of two weeks pay Access to annual leave on request
Casual direct support employees	<ul style="list-style-type: none"> Up to two weeks ASL 		

How Do People Apply for Additional Support Leave?

An employee who requires access to Additional Support Leave because of COVID-19 will apply for it in the same way they apply for other forms of leave. Eligible casual employees need to ensure that their manager is aware that their absence is COVID-19 related so that the manager can enter ASL onto their timesheet.

How is Additional Support Leave Approved?

Additional Support Leave will be approved by the same person who approves all other leave. Additional Support Leave will be approved when personal/carers leave is insufficient or does not apply. Managers should seek support from the COVID-19 Response Unit if they are unsure of eligibility.

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When Is Additional Support Leave Effective Until?

Life Without Barriers expects that COVID-19 related absences are likely to continue in 2021 although with less frequency than in 2020. The Additional Support Leave policy will be reviewed again at 30 June 2021 to determine if it is still required.

How can I find more information?

If you would like to speak to someone about your individual employment circumstances contact your People, Safety and Culture representative

If you have any questions, email COVIDResponse@lwb.org.au or call the COVID-19 National Call Centre on 1800 313 117.