



Are you logging your leave for any personal, annual or other leave you have taken?

It should go without saying that if you are unable to work due to taking care of yourself or family members or need time off, you must apply for leave through our XERO portal.

Your leave must be approved by your manager. To see what leave types are, please refer to pages 2 and 3.

## **STANDARD PERSONAL/CARER'S LEAVE RULES APPLY TO COVID-19**

Just like with any other illness or injury, if you have been diagnosed with coronavirus, or if a household/family member has contracted the virus and requires assistance, you are entitled take paid personal/ carer's leave – which, unless otherwise agreed upon, is limited to 10 days per year.

## **LOOKING AFTER CHILDREN DUE TO SCHOOL CLOSURES**

Many parents are being left with no choice but to stay at home and look after their children as schools continue to close in an attempt to slow the spread of COVID-19 down.

In the event these circumstances arise and you are unable to work from home with the care requirements, you are required to use your leave entitlements during that period.

Unless otherwise agreed upon, those leave entitlements may include the balance of paid carer's leave, two days unpaid carer's leave, annual leave or long service leave.

## **NEW LEAVE TYPES FOR COVID-19**

On 8 April 2020, the Fair Work Commission made determinations which inserted a temporary new schedule into 103 awards including the Banking Finance and Insurance Award. The schedule provides employees with:

- 2 weeks of unpaid pandemic leave
- the ability to take twice as much annual leave at half their normal pay if their employer agrees.

The schedule in each award applies from an employee's first full pay period on or after 8 April 2020 until 30 June 2020.

## **What you need to do**

If you would like to access these leave types:

- Advise your manager
- Once you have the approval of your manager, email [christopher.haward@cbnet.com.au](mailto:christopher.haward@cbnet.com.au) so he can add this leave type to your XERO profile.
- **If you are applying for Paid Personal leave or annual leave, please add "COVID19" to the notes section if it is related to COVID-19**

Employees can take leave for many reasons, including to go on a holiday, because they are sick or to take care of sick family members.

Minimum leave entitlements for employees come from the National Employment Standards (NES). If you have any questions on leave types, leave entitlements and approvals, please feel free to reach out to payroll or HR! For further information, please refer to National Employment Standards:

<https://www.fairwork.gov.au/ArticleDocuments/724/Fair-Work-Information-Statement.pdf.aspx>

Leave Type	Description
<b>Annual leave</b>	<p>Annual leave (also known as holiday pay) allows an employee to be paid while having time off from work.</p> <p>The entitlement to annual leave comes from the National Employment Standards.</p>
<b>Compassionate leave</b>	<p>You are entitled to use compassionate leave for two days per occasion when:</p> <ul style="list-style-type: none"> <li>a member of your immediate family or household contracts or develops a personal illness of sustains a personal injury that poses a serious threat to life, for you to spend time with that member; or</li> <li>a member if your immediate family or household dies.</li> </ul> <p>If you are attending the funeral of anyone else outside of the above definitions, you are entitled to use annual leave.</p>
<b>Community Service Leave</b>	<p>Employees, including casual employees, can take community service leave for certain activities such as voluntary emergency management activities and jury duty (including attendance for jury selection).</p> <p>With the exception of jury duty, community service leave is unpaid.</p>
<b>Family &amp; domestic violence leave</b>	<p>All employees (including part-time and casual employees) are entitled to 5 days unpaid family and domestic violence leave each year.</p>
<b>Long Service Leave</b>	<p>Long service leave is able to be taken after a period of employment with a business. The duration in which it can be taken or is payable on termination varies from state to state.</p> <p>Payroll and HR will be able to assist with eligibility on inquiry.</p>
<b>Parental Leave</b>	<p>Parental leave is available to employees who are to become parents either due to the birth of a child or the successful adoption of a child under school age. The employee must be employed, either full-time or part-time, with at least twelve months continuous service to be eligible.</p> <p>If you are the primary carer for the child, you will be entitled to receive your fixed remuneration for up to twelve weeks during a period of parental leave (paid primary carer leave).</p> <p>If you are the secondary carer for the child, you will be entitled to receive your fixed remuneration for two weeks (paid secondary carer leave).</p>



	Employees are also entitled to take up to twelve months unpaid parental leave.
<b>Personal Leave (sick &amp; carers)</b>	<p>Sick leave can be used when:</p> <ul style="list-style-type: none"><li>• you are not fit for work because of a personal illness or injury affecting you</li></ul> <p>Carers leave can be used:</p> <ul style="list-style-type: none"><li>• to provide care or support to a member of your immediate family or household who requires care or support because of a personal illness or injury, or an unexpected emergency, affecting that member.</li></ul> <p>If you have exhausted your personal leave entitlement, you can choose to use annual leave, or take unpaid leave.</p>
<b>Unpaid Pandemic Leave</b>	Any employee may elect to take up to 2 weeks' unpaid leave if the employee is required, by government or medical authorities or acting on medical advice, to self-isolate or is otherwise prevented from working by measures taken by government or medical authorities in response to the COVID-19 pandemic. Evidence must be provided and other rules apply.