



COMMUNITY  
BROKER  
NETWORK

# Applying for Leave

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 the attached.

## **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