

ECU Leave entitlements

ECU is continuing to implement Government and medical advice in relation to social distancing to minimise the spread of COVID-19. At present this means for those of us working on Campus, meetings are held online, the recommended distancing is established between colleagues and students needing to access existing services and where possible, remote working arrangements are being established.

The advice provided is regularly updated and we will continue to respond to the advice and directions.

COVID-19 Leave was made available to all staff (including casual staff) who were required to self-isolate because of recent travel, exposure to COVID-19 or who needed to care for others who were also required to self-isolate. COVID-19 leave is available once an employee's personal leave has been exhausted.

As our response to COVID-19 develops, it has become apparent that the application of personal leave may not be well understood.

Personal leave, (formerly referred to as sick and carer's leave) is provided to ongoing and fixed term staff when they are ill or injured, or are experiencing family or domestic violence. Staff may also access personal leave to provide care or support for an immediate family member or household member who is also unwell, injured, or because of an unexpected emergency affecting the member or where the member is experiencing the effects of family or domestic violence.

Personal leave can be provided where employees are unable to attend work due to restrictions imposed by Commonwealth or State law in respect of infectious disease. This means, like COVID-19 Leave, where unable to attend work due to requirements to self-isolate because of recent travel or exposure to the virus.

Generally there is no entitlement to personal leave in instances where an employee cannot work because their child's school or childcare centre has closed, or where the employee has elected to stay at home because of concerns about being in a high risk group, or if there is a shortage of work in your area.

In such instances please discuss your circumstances with your manager as a matter of urgency so any flexible arrangements that need to be put in place can be actioned. Some possible actions may include:

- Altering start and finish times, spread of hours or days of work to fit in with caring responsibilities;
- Temporarily moving to part-time/reduced hours; or
- Using accrued annual/long service leave

Any agreed arrangements should be discussed with your Human Resource Business Partner to ensure appropriate administrative actions are taken.

Some staff may have received different advice in recent times because of a misunderstanding of our leave provisions. [COVID-19 guidelines and FAQs](#) are currently being updated to provide further clarity.