

COVID-19 Guidelines to assist Line Managers of Professional Casual Staff

Entitlement to COVID-19 Leave

Professional Casual Staff are entitled to apply for COVID-19 in the following circumstances:

Where the employee is required to self-isolate

Where the employee has contracted COVID-19

Where the employee needs to care for another person who has COVID-19 or is required to self-isolate.

Professional Casual Staff are entitled to be paid two (2) weeks COVID-19 leave and this will be calculated according to the preceding four-week average of shifts worked.

For further Information, please refer: [COVID-19 Leave Guidelines](#), [Application for COVID-19 Leave](#)

FAQ's:

If a staff member has multiple casual jobs will they be paid for each casual job:

Yes, they will be paid per job for two (2) weeks according to the preceding four-week average of shifts worked per job at the pay rate applicable per job.

If a staff member has a fixed term position and a casual position will they be granted COVID-19 leave for both:

Yes, and payment will be paid per job and will be processed in accordance with COVID-19 leave guidelines.

Is COVID-19 leave payable in the event of a Government Shutdown, University Shutdown or Shortage of Work:

No

Managing Professional Casual Staff

Should a shortage of work occur and alternative or remote work is not available, please process **an end of contract** via the Staff Kiosk selecting the appropriate end reason code;

- C1 – Government directive for University staff to not attend work
- C2 – Work Area forced to close due to a Government directive
- C3 – Shortage of Work because of the impact of COVID-19 actions

This must be actioned even in the event you intend to re-engage the casual when work becomes available.

Please ensure you finalise and approve all outstanding hours to be paid as soon as possible, as delays in actioning this may impact their ability to claim Centrelink assistance.

For casual staff that have reduced hours only, please do not do the above. These casual staff members are to remain active on the system.

For further clarification on which process to follow, please speak to your HR Business Partner for guidance.

FAQ's:

Do I or the casual staff member need to contact payroll to issue an Employment Separation Certificate:

No, The Australian Government has removed the need to provide an Employment Separation Certificate due to coronavirus (COVID-19).

Once the University resumes business as usual and work is now available to re-engage the casual staff member, is a new employment contract required?

Scenario A: where the term of the prior appointment has expired a new instrument of appointment will be required.

Scenario B: if the prior term of appointment has not expired, email payroll@ecu.edu.au to request the reactivation of the prior appointment.