

Employees - Your Pay and COVID-19, Q&As

Please find below some key Q & As around your pay and COVID-19.

SCENARIO 1:

There is a campus closure and you are required to stay home

Unitec is directed to close by Government

- › You will work remotely and you will get ordinary pay. Work could include teaching activities, supporting staff and students, research, professional development and project work.
- › In the event that you do not have specific work you can carry out remotely to support staff and students, we will do our best to allocate you work during this period. If this work cannot be found, then you will still be paid as usual as part of a special arrangement. This will continue until 21 April 2020 by which time we expect further information from Government.
- › If you are doing Professional Development, then you would log this as Professional Development leave. If you are sick (not with COVID-19) then you would take your usual sick leave. Leave around COVID-19 is explained below in Scenario 3

SCENARIO 2:

What if you are a casual part time hourly person and had been allocated work over the next few weeks?

- › You will be paid for hours that you are scheduled to work up until 21 April 2020. You must put in your hours in your casual timesheet as you were expected to work. Send timesheets to your Business Administrator or your normal co-ordination person so that they can be approved by your Manager. Updates will follow for the period following 21 April 2020.

SCENARIO 3:

What if I have been diagnosed with COVID-19 (as identified by Ministry of Health guidelines)?

- › You must lodge your leave as normal and note on your leave application that you are sick with COVID-19.

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| | › You will receive special leave for being sick with COVID-19 and will need to provide supporting medical documentation |
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| GENERAL QUESTIONS | |
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| What does self-isolation mean? | › Read more about COVID-19 self-isolation › https://covid19.govt.nz/help-and-advice/for-everyone/self-isolation-advice/ |
| Can I use ordinary sick leave to care for an unwell family member? | Yes. Please liaise with your Manager in advance of taking time off. You can utilise Sick Leave or Annual Leave or LWOP. |
| Can I take annual leave around the Easter Break? | › Many of you may want to take annual leave over this time so will need to submit your usual annual leave application to your Manager. The statutory holiday days will be paid as usual |
| What support is available if I feel anxious? | › The news, and especially the uncertainty, can feel very unsettling. Regular updates will continue to be provided via email and The Nest. We are here to support you. › Employee counselling support is available from EAP by phoning 0800 327 669. |