

## **HR: COVID update – 21 August 2020**

### **1. Casual staff**

As per our previous communications, casual staff will be paid for work they complete during Alert Level 3 and must have had prior agreement of managers before they claim for work undertaken either from home or on-campus.

If you're unsure what this means for you or want to discuss this further, please contact your Academic Programme Manager or main contact person in the first instance. As per the previous process, please submit your timesheets to your Business Administrator or designated co-ordination person or submit your timesheet on line for managerial approval.

### **2. Vulnerable staff members** (those with health concerns)

We will continue to work with vulnerable staff members (those with health concerns) to provide them with work from home wherever possible during Alert Level 3. You will continue to be paid normal pay and look forward to when you return to campus.

### **3. Taking Leave (when appropriate)**

Ensure you stay connected with whānau and friends, and do take Annual Leave as and where you can to ensure you have appropriate rest and recuperation. Please note that Annual Leave requests will need to be approved in the usual way.

### **4. Support**

Please chat to your manager or HR Business Partner if you are struggling with any aspect of working from home. The Employee Assistance Programme (EAP) is available to support you with confidential advice - see the [Nest EAP page](#) for more information or call EAP on 0800 327 669.