

Leave provisions while unwell or self-isolating due to Covid-19

- Permanent and fixed term employees

If you are unwell with Covid-19 or you need to self-isolate, this short guide will help you and your manager understand your entitlement to leave.

The current TEU Academic Staff Collective Employment Agreement (CEA) contains the following clause with regards to leave due to an infectious or epidemic disease:

6.4.3 Extraordinary Sick Leave

Sick leave taken in the following circumstances (up to an aggregate of two years over the term of employment with the employer) will not be deducted from an employee's sick leave entitlement:

- (a) Epidemic Disease - Where an employee contracts a disease declared an epidemic by the appropriate health authority.*
- (b) Notifiable Infectious Diseases - When an employee contracts an infectious disease or has been in contact with a sufferer from an infectious disease and is prevented by direction of the appropriate health authority from attending work.*

The Executive Leadership Team want to provide consistent leave provisions across Unitec for employees and have decided that the above provision shall apply. In deciding this, parameters and processes have been developed in order for staff to access it:

1. For employees covered by the TEU Academic Staff CEA – as per the above clause
2. For all other permanent and fixed term employees – you may **take up to 20 days** and this will not be deducted from your existing leave entitlement.

In order to be considered for access to this discretionary Extraordinary Sick Leave, one of the following conditions will exist:

- you have been informed that you have tested positive for Covid-19
- you have been informed that you are a Household Close Contact and must self-isolate

Can I work from home if I am a Household Close Contact?

Yes, if you feel well and are symptom free, our first preference is that you should work from home. If you are unable to work from home, you can access this leave until your self-isolation period has expired and you have tested negative.

Can I work from home if I have tested positive for Covid-19?

Yes, if you have tested positive for Covid-19, you may choose to continue to work from home and/or you may access this Extraordinary Sick Leave provision during the period you are unwell. A mix of both working and Extraordinary Sick Leave is also an option if this is appropriate.

What do I need to do if I want to access this leave provision?

To access this leave provision, you must be able to verify with proof (your notification from the Public Health Service, text message or other acceptable validation) that you have either tested

positive for Covid-19 or that you are a Household Close Contact. Actual proof will be required for this leave provision to be applied.

If you choose not to provide the relevant proof as per the above, or you do not have it, then you will be required to access your usual sick leave provision per your employment terms and conditions (until or if verification is provided, in which case any leave debited may be considered for reversal).

In the usual way, all leave will be approved by your manager.

In the instance of positive Covid-19 cases, the H&S team must also be notified.

Please note that:

- Casual Contacts and Close Contacts do not need to self-isolate.
- Household Close Contacts (if you live with a positive case), you do need to self-isolate

How do I apply for the Covid-19 absence extraordinary sick leave?

Employees should send an email including the below to:

1. Email: payroll@unitec.ac.nz and copy in your Manager
2. A copy of the positive Covid-19 test confirmation
3. Make comment about what the purpose of the leave is for e.g. Covid/unwell or Covid/household close contact-self isolating.
4. Include the dates of leave being requested

Please be reminded to concurrently send proof to your Manager and or if you are a positive Covid-19 case, to follow the prompts for advising the H&S/Covid team so they can support you and carry out necessary contact trace management, [click here](#)

For any questions or queries, please contact your Manager or HR Business Partner