



STRATEGIC POLICY
MOUNT ISA CITY COUNCIL
Special Paid Pandemic Leave Policy

RESOLUTION NO. **OM19/04/20** VERSION **V1**

APPLIES TO STRATEGIC POLICIES ONLY

This an official copy of the **Special Paid Pandemic Leave Policy**, made in accordance with the provisions of *Local Government Act 2009, Local Government Regulation 2012*, and current Council Policies.

Strategic policies are adopted by Council due to its desire to influence the direction of an issue or assist in the delegated decision making of Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the **Special Paid Pandemic Leave Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

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 Sharon Ibardolaza
Chief Executive Officer

DOCUMENT VERSION CONTROL				
Governance/Policies/Strategic Folder ID# 14992			POLICY TYPE	Strategic (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS	
V1	29.04.2020	OM19/04/20	Responsible Officer – Manager Human Resources	
			REVIEW DUE	06.2022

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	X
Internal email to all Councillors		Included in employee inductions	
Staff noticeboards	X	Uploaded to Council website	
Internal training to be provided		External training to be provided	
Registered in Magiq	X		



1. PURPOSE

Mount Isa City Council (“Council”) will make every effort to ensure the employment conditions of our employees are not adversely affected during a health pandemic. Existing conditions of employment as provided for under the Mount Isa City Council Certified Agreement 2018 (“Certified Agreement”) continue to apply during a health pandemic. This policy will detail where employees may be eligible for additional special paid pandemic leave.

2. COMMENCEMENT

This policy will commence on and from 29 April 2020. It replaces all other policies or arrangements governing pandemic leave (whether written or not).

3. APPLICATION

This policy applies to all employees of Council including full time, part time, maximum term and employees engaged under a contract of employment, excluding employees engaged on a casual basis, labour hire placements, work experience placements and volunteers.

4. COUNCIL RESPONSIBILITIES

- 4.1 Council is responsible for balancing the requirement of delivering essential services to the community with the well-being of our employees during a health pandemic.
- 4.2 Where workplace arrangements need to be varied to accommodate business continuity planning for a health pandemic, Council will ensure these arrangements, where possible:
 - a) Will take place in advance with employees and employee organisations where required;
 - b) Are made within the relevant legislative framework; and
 - c) Are applied fairly and equitably at the workplace.

5. SPECIAL PAID PANDEMIC LEAVE

- 5.1 Employees may apply for a maximum 10 days special paid pandemic leave for use where the employee is unable to attend work and unable to perform work under a flexible work arrangement due to having a confirmed case of Covid-19.
- 5.2 All applications for special paid pandemic leave are to be made in writing on the approved Leave Application Form in line with Council’s Leave Procedure.
- 5.3 Special paid pandemic leave may only be approved by the CEO.
- 5.4 Where an employee has been diagnosed with a confirmed case of Covid-19 and the employee is already on approved paid annual or long service leave, they may have special paid pandemic leave paid retrospectively with previous type of paid leave hours being debited back to their accruals.

6. RETURNING TO WORK FROM SPECIAL PAID PANDEMIC LEAVE

- 6.1 Where an employee is prepared to return to work from special paid pandemic leave due to having a confirmed case of Covid-19, they must first provide a medical clearance confirming they do not have the Covid-19 coronavirus. This medical clearance must be provided to the CEO at least 24 hours prior to the employee returning to work.

7. ENTITLEMENT

- 7.1 The entitlement of special paid pandemic leave is a maximum of 10 ordinary working days for an employee provided for in clause 5. This entitlement does not transfer or convert to hours.



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- 7.2 All approved special paid pandemic leave will be paid at the employee's ordinary hourly rate of pay.
- 7.3 Special paid pandemic leave will be paid to part time employees on a pro-rata basis, at the employee's ordinary hourly rate of pay for a maximum of 10 days.
- 7.4 Where an employee is rostered to work a specific number of ordinary hours on a day and the employee is absent from duty on that day, or part of that day, the period of special paid pandemic leave will be the number of hours the employee was rostered on to work but did not work.
- 7.5 Special paid pandemic leave is only payable on the employee's ordinary hours and not on any scheduled/regular overtime or allowances.
- 7.6 Where an employee has exhausted the maximum 10 days special paid pandemic leave employees are expected to access their existing accrued sick leave, annual leave or long service leave.
- 7.7 Where an employee is eligible to access their accrued long service leave, they must ensure their application complies with the Certified Agreement, Council's Leave Policy and Leave Procedure.
- 7.8 Where an employee has exhausted all their accrued paid leave, they may apply for unpaid leave in line with Council's Leave Without Pay Policy.

7. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

8. BREACH OF POLICY

- 8.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

9. COMMUNICATION AND DISTRIBUTION

- 9.1 Supervisors will ensure this policy is distributed as per the Distribution and Dissemination table on this policy.

10. DEFINITIONS

- a) **Health Pandemic** – means a critical health issue, as identified by a declaration of a public health emergency made under section 319 of the *Public Health Act 2005* with respect to an actual or potential health pandemic.
- b) **Ordinary working days** – means the hours the employee would have ordinarily worked and been paid for (eg 7.25 hours or 7.6 hours for full time employees or the normal scheduled working hours for part time employees)
- c) **Sick Leave** – means an entitlement to paid sick leave in accordance with our Certified Agreement, and *Industrial Relations Act 2016*.

ASSOCIATED LEGISLATION AND POLICIES

- *Industrial Relations Act 2016*
- *Public Health Act 2005*
- Mount Isa City Council Certified Agreement 2018
- Leave Policy
- Leave Procedure
- Leave Without Pay Policy