

MEMO:

| | |
|------|--|
| TO | All Managers |
| FROM | Vanessa Tetaz, Deputy Chief People Officer |
| RE | Payment of Covid-19 Special Leave |
| CC | Workplace Relations Partners, Payroll |
| DATE | 2 February 2022 |

Dear Colleagues

As you are aware the Department has advised us that staff who test positive to COVID and/or are caring for someone with COVID are now entitled to paid special leave for up to 7 days. This decision was made last week and was effective retrospectively to 1 January 2022.

In order to ensure our records and numbers are consistent for reporting to the Department, we have developed a process for the payment of special leave. Effective immediately can you please follow the below process:

1. Managers record all staff who have tested positive to COVID, are furloughed due to COVID or have caring responsibilities due to COVID on the COVID Leave Sharepoint site which can be accessed [here](#)
2. Staff who also require special leave payment due to an adverse reaction to the booster shot will also need to be recorded in this report for payment of special leave (ie recorded by managers).
3. Payroll will then code the special leave for all staff who are recorded on this report.
4. Employees who are not on this report will not be paid special leave and will be redirected back to their managers with queries around the payment of this.
5. The special leave code in payglobal **will now be deactivated** as only the payroll team will be able to code this payment type in the future.

MEMO:

We will endeavour to credit back leave and pay any associated back payments over the next few weeks.

If you have any queries regarding this new process please feel free to contact me directly.

Yours sincerely,



Vanessa Tetaz

Deputy Chief People Officer