



# CHERBOURG ABORIGINAL SHIRE COUNCIL

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## Special Leave during Covid-19 Pandemic Policy

### 1. Purpose

Cherbourg Aboriginal Shire Council recognises the potential implications that Covid-19 may pose on members of our staff and community. In realizing that employees may need to take extra leave over this period of time we are implementing a new Special Leave policy to protect our staff members and their families if they are sick or showing symptoms of Covid-19.

### 2. Applicability

This policy will apply to any employee (inclusive of casual workers) who needs to take time off for medical reasons due to Covid-19. This Special Leave policy will be implemented before Sick Leave and Annual Leave benefits as to reduce the impact it may have on those entitlements.

### 3. Policy Statement

In accordance with the provisions, Special Leave on up to 10days will be granted to those employees that:

1. Are showing symptoms or is sick;
2. Family member is showing symptoms, is sick or has been diagnosed with Covid-19;
3. Employee has been in contact with someone who has been diagnosed with Covid-19;

Under the above conditions Special Leave will be used prior to any other leave balances. Approval of Special Leave is at the discretion of the Senior Department Manager however they may consult Human Resources and the CEO on particular cases.

### 4. Health Advice

Covid-19 Symptoms:

- a. Fever
- b. Coughing
- c. Sore throat
- d. Fatigue
- e. Shortness of breath

If you have any of the above symptoms or are unsure on your current condition please call your GP or 13HEALTH for further advice. The following online tools can also help you diagnose your condition:

Health Direct Covid-19 Symptom Checker:

<https://www.healthdirect.gov.au/symptom-checker/tool/basic-details>

QLD Health Covid-19 Quiz:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/novel-coronavirus-quiz>

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## 5. General Steps for applying for Special Leave

Where an employee wishes apply for Special Leave:

1. The employee and Manager discuss the reasons for the need to apply for Special Leave. Discussions should take place over the phone and not in person due to the possibility of having/transferring Covid-19. Examples include:
  - a. Employee is showing symptoms or is sick;
  - b. Family member is showing symptoms, is sick or has been diagnosed with Covid-19;
  - c. Employee has been in contact with someone who has been diagnosed with Covid-19;
2. Employees are expected to contact their GP or 13 HEALTH to help diagnose their symptoms and receive relevant tests if necessary.
3. Employees will not be allowed back at work until their tests results show a negative result to Covid-19 or their GP has written them a doctor's letter stating they may return to work.
4. If the employee is unsure whether they should be taking Special Leave and if they qualify they should contact their Manager or CASC's Human Resources Advisor.
5. The Manager must forward all correspondence to Human Resources for filing and record keeping.

## 6. Additional Considerations

1. Under extenuating circumstances CASC have approved negative leave balances of up to 10days of Sick Leave and Annual Leave in the event that an employee needs to take additional time off after utilizing their Special Leave and current leave balances.
2. CASC reserve the right to increase the amount of Special Leave days in circumstances where they deem appropriate.

*Acknowledgment by the employee:*

I have received a copy of the above policy which I have read and understood.

Signature: ..... Date: .....

Chatur Zala  
**Chief Executive Officer**



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