

COVID-19 STAFF LEAVE POLICY

Preamble:

In the event of a 'lockdown' ordered by the SA State Government, McKay Children's Centre acknowledges that the duration and specific conditions may vary and impact the centre in different ways each time.

Shutdowns inevitably mean less children attending McKay Children's Centre for our Long Day Care and OSHC programmes and therefore less staff are required on a daily basis.

Each individual staff member has a varying situation at home therefore for every lockdown, McKay Children's Centre will take into consideration all circumstances.

Every effort is made to ensure that continuity is maintained for children attending and staffing decisions reflect the needs of the children and families.

Conditions:

The following represents different Covid-19 scenarios and how McKay Children's Centre will manage leave requirements.ⁱ

- In the event of a Lockdown:
 - In the first instance the need for casual staff will be assessed and they will be notified accordingly.
 - On a daily basis, we will review the number of children attending Long Day Care and OSHC and compare against contracted hours for permanent staff.
 - In the event of 'overstaffing' on any day, staff will be equitably offered the opportunity to take leave. The employee can elect to take Annual Leave, Long Service Leave or leave without pay.ⁱⁱ
- If you have been tested for Covid-19 and are awaiting results, your options (dependent on your remaining leave entitlements) are to take Sick Leave, Annual Leave, Long Service Leave (if applicable to you) or Leave without Pay.
- If you have tested positive to Covid-19 and you are in self-isolation, your options (dependent on your remaining leave entitlements) are to take Sick Leave, Annual Leave, Long Service Leave (if applicable to you) or Leave without Pay.
- If you have been contacted by SA Health or another state contact tracing team and are subsequently required to quarantine or self-isolate, your options (dependent on your remaining leave entitlements) are to take Sick Leave, Annual Leave, Long Service Leave (if applicable to you) or Leave without Pay.
- Employees may be able to access a relief package from the Federal Government for those in financial hardship. This is the responsibility of the employee, not McKay Children's Centre.

The Director of McKay Children's Centre is always open to discussing someone's personal situation in more detail if required and in the event that all entitlements are exhausted, options will be considered on a case by case basis.

ⁱ This is subject to change to comply with government guidelines.

ⁱⁱ The employee will preferably only elect to take Annual Leave if they have two weeks minimum remaining at the end of the leave period to account for Christmas closure. The Finance Officer is able to provide employees with up to date leave entitlements for Sick Leave, Annual Leave and Long Service Leave.



Record of Policy Adoption and Amendments:

Policy developed July 2021.

Approved Governing Council: 9/21

Reviewed:

Date	Amendments	Reviewed by:	Approved by:
09/22			