COVID-19 LEAVE INFORMATION SHEET - CASUAL STAFF

Entitlement – Casual Staff

The Vice-Chancellor has approved extraordinary sick leave for casual staff, and this reflects the value we place on our casual staff, our desire to support them and ensure they do not feel compelled to attend campus when they are unwell.

Many casual staff will be able to continue working remotely if they need to isolate or contract COVID-19 and experience no or mild symptoms.

Where casual staff contract COVID-19 and are too unwell to work, then every casual staff member will be eligible for up to 5 days extraordinary sick leave.

Staff will be required to provide reasonable evidence of their COVID-19 diagnosis in the form of a medical certificate or official confirmation from SA Health of a positive PCR test to access the extraordinary 5 days of COVID-19 leave for casual staff members.

In order to claim COVID-19 leave, casual staff will be required to submit a timesheet for the hours / sessions that would have been worked in the fortnight during which they took leave, indicating via comments that the daily entry is for COVID-19 leave.

Extraordinary sick leave for casual staff is only available if the staff member themselves is unwell with COVID-19. This extraordinary leave cannot be used while in isolation waiting for COVID-19 test results or as personal or carer’s leave.

The extraordinary sick leave for casual staff is only valid to Friday, 1 July 2022 when the arrangement will be reviewed.

If you have any further questions about the extraordinary sick leave entitlement for casual staff, please contact the HR Service Centre.
Academic Sessional Casual Staff - Entering COVID-19 leave by way of timesheet

1. Fill in your fortnightly timesheet by entering the sessions you would have worked in the fortnight and select SUBMIT.

2. Select the comments bubble against the date/session for which you are eligible to take COVID-19 Leave.

3. Type “COVID LEAVE” in the comments and select APPLY.
4. The day/session against which a comment was made appears black. Once you are certain the correct sessions have been marked as “COVID LEAVE”, select SAVE FOR LATER, or and at the appropriate time in the payroll cycle, select SUBMIT to forward your timesheet for review and approval by the timesheet validator. Your comments will be visible to your timesheet validator who will validate that the leave has been appropriately entered for sessions that you would have worked but for being sick/caring/isolating during lockdown due to COVID-19.

Casual Professional Staff - Entering COVID-19 leave by way of timesheet

1. Fill in your fortnightly timesheet by entering the hours you would have worked in the fortnight. Select the comments bubble against the date for which you are eligible to take COVID-19 Leave.
2. Type “COVID LEAVE” in the comments field and select APPLY.

3. The day against which a comment was made appears black. Once you are certain the correct sessions have been marked as “COVID LEAVE”, select SAVE FOR LATER, and at the appropriate time in the payroll cycle, select SUBMIT to forward your timesheet for review and approval by the timesheet validator. Your comments will be visible to your timesheet validator who will validate that the leave has been appropriately entered for sessions that you would have worked but for being sick/caring/isolating during lockdown due to COVID-19.