

# COVID-19 Compensation and Leave Details March 2020

## Guide for Leaders

The appropriate payroll codes have been identified and have been set up by the payroll team in BHB's payroll system

### Payroll Codes for Payroll

- 1) **Work Remotely** - Pandemic **(01A)**
- 2) **Sick Leave** - for 14-day quarantine - Pandemic Quarantine **(13A)**
- 3) **Sick Leave** – Pandemic: Used when employees are sick due to Covid-19 **(03-A)**
- 4) **Family Sick** – Pandemic **(17A)**
- 5) **Vacation Leave** – Pandemic **(07A)**
- 6) **Time in Lieu (TIL)** – Pandemic **(TIL-A)**
- 7) **Pandemic Leave**: Used when other leaves are exhausted, this leave can be used prior to unpaid leave being used, but is subject to being paid back in time worked **(12A)**
- 8) **Paid Leave** – Pandemic: Used for paid leave for non-essential employees **(11B)**
- 9) **Business Travel Leave** - Pandemic: Used when employees are away on BHB approved business travel and are placed on a 14-day quarantine upon return **(11A)**
- 10) **Unpaid Leave** – Pandemic **(81A)**

Note: **Leave options** should be prioritised and used as listed below.

Circumstances	Leave Options
Sickness due to Covid-19	Sick Leave
Employees out due to schools closing	Seek alternative child care, <b>OR</b> 1) Vacation or time in lieu – TIL, <b>OR</b> 2) Working remotely*, <b>OR</b> 3) Combination of vacation, TIL and working remotely, <b>THEN</b> 4) After 30 days, they can access their family sick days, <b>THEN</b> 5) After 60 days, they could be given Pandemic Leave if manager approves
Family or household members are home sick and need support	Family Sick Leave
Services discontinued	Paid leave
Essential business travel (14-day quarantine)	Paid Leave
Approved vacation involving travel (14-day quarantine)	1) Working remotely (if applicable) – manager approved*, <b>OR</b> 2) Sick leave – Pandemic quarantine (option to reclaim sick leave bank by paying it back in time worked)** , <b>OR</b> 3) Other forms of leave (i.e. vacation or time in lieu - TIL)***, <b>THEN</b> 4) Pandemic Leave (When other leaves are exhausted, this leave can be used, but is subject to being paid back in time worked)****
Travelled overseas and unable to return due to restrictions (with the ability to work remotely)	1) Working remotely – manager approved*, <b>OR</b> 2) Vacation or time in lieu – TIL, <b>THEN</b> 3) Pandemic Leave (When vacation or time in lieu are exhausted,

	this leave can be used, but is subject to being paid back in time worked
Travelled overseas and unable to return due to restrictions (unable to work remotely)	1) Vacation or time in lieu – TIL, <b>OR</b> 2) Pandemic Leave (When vacation or time in lieu are exhausted, this leave can be used, but is subject to being paid back in time worked)****
Travel taken during time off from work (14-day quarantine) *****	1) Working remotely (if applicable) – manager approved*, <b>OR</b> 2) Sick leave – Pandemic quarantine (option to reclaim sick leave bank by paying back in time worked)**, <b>OR</b> 3) Other forms of leave (i.e. vacation or time in lieu - TIL)***, <b>THEN</b> 4) Pandemic Leave (When other leaves are exhausted, this leave can be used, but is subject to being paid back in time worked)****
New hire arrivals (14-day quarantine)	Paid leave

\* The line manager will consider approving an employee working remotely, if he/she can conduct a significant amount of his/her duties (or amended duties) outside of the normal office setting. Working remotely is not an employee right and is instead a management approval decision. If approved and needed, the line manager will arrange for the employee to have remote access to BHB’s IT system to facilitate remote work. The line manager and employee will be responsible for:

- Establishing and documenting telecommuting assignments
- Establishing a schedule of regular touch-points to ensure employee productivity
- Ensuring that the expectation of confidentiality of information is mutually understood and agreed to (i.e. conducting sensitive business calls in a private location within the home and ensuring that computer screen access is locked when not being used)

In the case of isolation, where the employee is showing symptoms, line managers should not expect employees to work remotely.

\*\*If the line manager determines that the employee does not meet the criteria for working remotely, then the employee will be compensated and coded as ‘sick leave’ for the duration of the SQ-I. Once cleared to return to work, the employee will have the opportunity to have their sick leave reinstated provided they work the equivalent number of hours taken during the sick leave period. This time worked **WILL NOT** be coded as overtime. The line manager should contact payroll to find out what API code should be used to record the paid back time. The purpose is to permit the employee with an option to re-establish their sick leave bank to the original level pre SQ-I. Any employee who wishes to utilize this option should inform their line manager in advance of the shifts/time they intend to work back.

\*\*\*If an employee exhausts their sick leave during the SQ-I then the employee may elect to use other forms of leave.

\*\*\*\*When other leaves are exhausted, a line manager can give approval for the employee to receive pandemic leave. Once cleared to return to work, this type of leave is subject to being paid back in the equivalent amount of time within a 12-month period. This time worked **WILL NOT** be coded as overtime. The line manager should contact payroll to find out what API code should be used to record the paid back time.

\*\*\*\*\*Employees who are traveling on their time off, are expected to proactively inform their managers and Employee Health Services that they have travelled, and are expected to do a 14-day quarantine.

*Human Resources & Organisational Development*