

CASUAL AND SESSIONAL STAFF COVID-19 ISOLATION GUIDELINE (AUSTRALIAN CAMPUSES)

SCOPE

- These guidelines apply to all casual and sessional staff employed at Monash University Australian campuses.
- The University is committed to its efforts to contain the spread of COVID-19 in the community. Whilst isolation leave is not an entitlement available to casual and sessional staff under the University's Enterprise Agreement. The University has elected to provide access to isolation leave to casual and sessional staff.
- All casual and sessional staff are required to comply with the Victorian Department of Health and Human Services (DHHS), Federal Government and University policy, procedures and directions relating to COVID-19 ("Government Guidelines").
- Application for Isolation leave must be supported by a medical certificate satisfactory to the University. The maximum total amount that can be accessed is 14 calendar days inclusive of any stimulus package provisions provided by State or Federal Governments.

SYMPTOMS

- Symptoms of COVID-19 include fever, breathing difficulties such as breathlessness, cough, sore throat and fatigue or tiredness.

CATEGORIES OF ISOLATION

The Victorian Department and Health and Human Services requires-isolation in the following circumstances.

A -CONFIRMED CASE

You have been confirmed as having contracted COVID-19 - refer the DHHS Factsheet [factsheet – confirmed case](#).

B -CLOSE CONTACT CASE

You have been identified as having close contact with a confirmed case - refer the DHHS [factsheet – close contact](#).

C - SUSPECTED CASE

You have been identified as a suspected case, require testing and are required to isolate at home until test results are received - refer the DHHS [factsheet – suspected case](#).

OPTIONS FOR MANAGING ISOLATION REQUIREMENTS

- Where you are required to be in isolation in response to COVID-19 and you are deemed fit to perform your duties, the University will assess whether your scheduled or rostered work can be performed from home.
- Where your work can be performed from home and this is practicable, your supervisor will make necessary arrangements with you.
- Where your work cannot be performed from home or this is not practicable, your supervisor will advise you of this and you will be eligible to apply for paid isolation leave.

PAID ISOLATION LEAVE

- Where you are required to isolate and this is a result of personal travel to a travel restricted country following the Government declaring all countries as Level 4 (Do Not Travel) you will not be eligible to receive paid isolation leave under any circumstances.
- Where you are not able to perform duties from home, eligibility to apply for paid isolation leave is available to you under the following scenarios:

A -CONFIRMED CASE

You have been confirmed as having contracted COVID-19.

In this instance you may be eligible to apply for up to 14 calendar days paid isolation leave.

B -CLOSE CONTACT CASE

You have been identified as having close contact with a confirmed case.

In this instance you may be eligible to apply for up to 14 calendar days paid isolation leave.

C - SUSPECTED CASE

You have been identified as a suspected case.

In this instance you may be eligible to apply for isolation leave for the period until your test results are received.

Applications should be made using the online form.

TERMS OF PAYMENT

- Application for Isolation leave must be supported by a medical certificate satisfactory to the University. The maximum total amount that can be accessed is 14 calendar days.
- The medical certificate must state the reason for isolation leave (isolation category A, B or C) and must stipulate the period of leave required due to being isolated. The medical certificate must state whether you are fit to perform your duties or not.
- Payment for any scheduled or rostered hours of work for the approved Isolation leave will include the casual loading and penalty rates as applicable and for sessional staff will be paid consistent with the academic activity that would have been delivered.

NON COVID-19 RELATED ILLNESS

- If you are unwell and/or unfit for work with symptoms not related to COVID-19 normal work arrangements apply and you should not attend until you are fit to do so - please be considerate of others.
- If you remain away from work, advise your supervisor you will not be at work and in these circumstances, you will not receive payment for your absence.

OTHER INFORMATION

- Monash staff updates for COVID-19: <https://www.monash.edu/ohs/news-and-health-alerts/health-alert/coronavirus>
- For OHS matters, contact the helpline on (03) 990 51016 or ohshelpline@monash.edu
- If you have questions relating to your entitlements, contact Monash HR on (03) 990 20400
- The Department of Health & Human Services - 1300 651 160
- [DFAT SMART TRAVELLER](#)