



ACAPMA COVID-19 Leave and Payment Guide

	Must be paid Guaranteed Hours	Stand-down without pay	Able to access accrued paid Personal and Carers Leave	Able to access accrued Annual Leave*	Able to access accrued AVAILABLE Long Service Leave**	Able to access unpaid leave	Able to access Centrelink Sickness Allowance ***
PERMANENT STAFF - FULL TIME / PART TIME							
Employee isolating at direction of Department of Health (no personal symptoms, no caring responsibility)	✗	✓	✓	✓	✓	✓	?
Employee isolating at direction of Department of Health (personal symptoms)	✗	✗	✓	✓	✓	✓	✗
Employee isolating at direction of Department of Health (no personal symptoms, caring for someone with symptoms)	✗	✗	✓	✓	✓	✓	✗
Employee isolating at direction of Business where there is no direction from the Department of Health (no personal symptoms, no caring responsibility)	✓	✗	✗	✓	✓	✓	✗
Employee isolating at direction of Business where there is no direction from the Department of Health (no personal symptoms, caring for someone with symptoms)	✓	✗	✓	✓	✓	✓	✗

CASUAL STAFF

Employee isolating at direction of Department of Health (no personal symptoms, no caring responsibility)	✗	✓	✗	✗	✓	✓	✓
Employee isolating at direction of Department of Health (personal symptoms)	✗	✗	✗	✗	✓	✓	✓
Employee isolating at direction of Department of Health (no personal symptoms, caring for someone with symptoms)	✗	✗	✗	✗	✓	✓	✓
Employee isolating at direction of Business where there is no direction from the Department of Health (no personal symptoms, no caring responsibility)	✗	✗	✗	✗	✓	✓	?
Employee isolating at direction of Business where there is no direction from the Department of Health (no personal symptoms, caring for someone with symptoms)	✗	✗	✗	✗	✓	✓	✓

* Annual Leave application requirements are encouraged to be adjusted to allow staff to take all accrued annual leave despite policies around minimum notice requirements

** Long Service Leave application requirements are encouraged to be adjusted to allow staff to take all accrued long service leave that is available to be taken (over 10 year service) despite policies around minimum notice requirements

*** Only staff who meet the qualification requirements will be able to access the Centrelink Sickness Allowance, however the 13 week waiting period has been waived at this time. Note this payment name is undergoing a change and resources may be difficult to located, contact services directly

General Information only

Provided for the general information of ACAPMA Members

Updated as at 18/3/2020

ACAPMA Members are reminded that they can reach out to employment@acapma.com.au for information, assistance and advice based on their particular situation