

COVID-19 WAGE SUBSIDY CLAIM FORM Q & A

Types of leave and how they will be paid for fortnight ended 19th April 2020 ~ **updated 17th April 2020** ~

1. Over 70 years self isolation

We will pay this as 'Special Leave' because we have asked you not to work. For the fortnight ended 19th April 2020 we will pay this at the hours that you would have normally done, at your normal hourly rate. This may be unsustainable, because we also have to pay someone else to do the work, and our funding has only been agreed at normal levels, not double. If it proves to be unsustainable we will contact you – alternative arrangements may need to be considered. We are hoping that we will be able to access the Essential Workers Leave Support wage subsidy and continue with this payment to you as Special Leave.

2. Medical reasons – compromised immunity and pregnancy

If you have underlying health conditions and have been advised by Healthline not to work, then please talk to Robert or the EST team. You will need to register with Healthline to obtain a valid certificate. Or maybe just a certificate from your Doctor or Midwife?

We did ask you to use your 'Sick Leave' for this, but if we are successful with accessing the Essential Workers Leave Support wage subsidy then we will be able to pay you from this and will re-instate your Sick Leave entitlements.

3. You travelled from overseas and were/are in 14 day isolation

We will pay this as 'Special Leave' because you were instructed to self isolate and were unable to work.

4. You had contact with someone suspected of having or being in contact with Covid-19 and were advised by Healthline to self isolate for 14 days – or you have been put off work until test results are known (three-to-five days).

We will pay this as 'Special Leave' because you were instructed not to work and were unable to work from home. We may have to review this decision for the fortnight ended 19th April, though.

5. You are caring for someone with Covid-19

As long as you have registered with Healthline and have been instructed not to work paid as 'Special Leave'.

6. Loss of work hours –

a) Client self isolating / Client choice

b) Client non-essential support not being provided, as advised by office

As long as we have advised you not to go into these Clients/do this work, we will pay this as 'Special Leave'.

Remember to note either "6.a)" - or - "6.b)"

If you have chosen to self isolate (to not work) and none of the above reasons apply to you, you will need to talk to Robert or the EST team about what other options are available (ie Annual Leave, Alternative Days, etc).

7. No childcare

If you have no one else to care for your preschool/school age children during lockdown, then you will need to talk to Robert or the EST team as we may be able to pay this as 'Special Leave', but will need to be certain that you have a valid childcare backup plan for normal times.

8. Live with compromised people

If you live with someone who is at higher-risk of severe illness from Covid-19, and you have chosen not to work, you need to talk to Robert or the EST team. You may be eligible to claim your normal working hours as 'Special Leave', depending upon the circumstances.

ACC hours / work

We are unable to pay you for ACC hours not worked, because ACC (as yet) will only pay us for hours worked. If you haven't been able to work regular/expected hours for an ACC Client then you will need to use your leave if you want to make these hours up. Give Robert or the EST team a call if you need to check what to do. Please **do not** put any ACC hours on the "Covid-19 Wage Subsidy Claim Form".