Version Number: #.#

Date Approved: ##.##.##

# Pandemic Leave Guidelines

**Pandemic Leave**

Employees (including part-time and casual employees) are entitled to up to 2 weeks’ unpaid pandemic leave (this can be extended by agreement). The leave is available immediately and does not need to be accrued.

Pandemic leave can only be accessed if you are prevented from working:

* As a result of being required to self-isolate by government or medical authorities, or acting on advice of a medical practitioner, or:
* By measures taken by the government or medical authorities in response to the pandemic (for example, an enforceable government direction restricting non-essential businesses).

To access pandemic leave you need to complete a leave form and provide the reason for taking the leave and for how long. ABCCompany may request evidence showing why you require the leave.

The leave period needs to start before the 30 June 2020 but can finish after this date and can be used at any time. Access to pandemic leave is temporary until the 30 June 2020, or any other time as directed by the government.

**Notice and Evidence Requirements**

ABCCompany reserves the right to require you to provide evidence that would satisfy a reasonable person that you are entitled to the leave.

Evidence that may be required for Pandemic Leave can include, medical certificate with advice from your doctor, or a notice from a government body government stating you are required to self-isolate.