

Leave arrangements effective from 1 April 2021

1. In cases where employees will continue to work from home, the “Leave of Absence: Work from Home option” will apply.
2. Where employees are restricted from returning to work by any measure taken by the state, but are unable to work from home, “Leave of Absence: Other” will apply.
3. Where employees are not required by the University to return to work, but are unable to work from home, “Leave of Absence: Other” will apply.
4. Where the University requires an employee to return to the workplace, but the person is a vulnerable employee¹ who cannot be accommodated, and is unable to work from home, the following will apply:
 - a) The employee will be regarded as being on sick leave. The system should reflect: Sick Leave – COVID-19.
 - b) Five (5) days’ annual leave per month will be deducted from the employee’s leave credit. The annual leave will first be deducted from any untaken annual leave for 2019. The deduction will stop once the employee reaches a zero-leave balance. No employee will be left with a negative leave balance.
 - c) The employee will go on unpaid leave where sick leave and annual leave has been exhausted.
5. Where schools or childcare facilities are forced to close at any stage in the future, and an employee who is caring for a child or children, can work from home either fully or partially, this must be discussed with the line manager and where possible, “Leave of Absence: Working from Home” will apply.
6. Where schools or childcare facilities are forced to close at any stage in the future, and an employee who is caring for a child or children is unable to work from home either fully or partially, the employee will be required to take Compassionate Leave. Where this is exhausted, the employee will be required to take Annual Leave. The employee will be on Unpaid Leave should the employee exhaust the Annual Leave allocation.

¹ **A Vulnerable Employee is defined as:**

- an employee with known or disclosed health issues or comorbidities; or
- an employee with any condition which or may place such employees at a higher risk of complications or death if they are infected with COVID-19; or
- employees above the age of 60 who are at a higher risk of complications or death if they are infected with COVID-19.

7. Employees should also take note that in instances where they need to self-isolate, and they cannot work from home, this should be captured as Sick Leave.
8. Leave from the 2019 leave cycle that are not used before the end of July 2021, will be forfeited.
9. Leave from the 2020 leave cycle that are not used before the end of December 2021, will be forfeited.
10. Line-managers and environments are encouraged to make it possible for employees to use their leave, for the sake of their health and wellbeing, and to minimise the risk of forfeiting leave.

***These adjusted leave measures replace all previous measures on leave issued by the ICBC related to the COVID-19 pandemic.**

25 March 2021