

Attachment 1

Scenario	Stages	Working/Leave Arrangements
1. Full time, part time and casual employees directed to self-isolate but are not sick.	Step 1	Work remotely where possible. Work remotely available per MD-14-807 (Flexible Work). MD-10-486 form to be completed.
	Step 2	Where employees cannot work remotely, employees can access paid special leave for the 14-day isolation period.
2. (a) Full time and part time employees with actual viral infection; OR (b) Full time and part time employees required to care for immediate family/household member who have an actual or suspected viral infection; OR (c) Full time and part time employees required to care for school-aged children as a result of school/childcare centre closure.	Step 1	Sick/carer's leave accruals as per relevant enterprise agreements.
	Step 2	Where sick leave accruals are exhausted employees can access up to maximum of 20 days paid 'Special Pandemic Leave', subject to necessary approvals.
	Step 3	Where sick leave and 'Special Pandemic Leave' accruals are exhausted employees can annual leave accruals, as per relevant enterprise agreements.
	Step 4	Where sick leave, 'Special Pandemic Leave' and annual leave accruals are exhausted employees can annual long service leave accruals, as per relevant enterprise agreements. <i>Note: The minimum continuous service period and minimum leave periods for long service leave do not apply in the circumstance of a pandemic.</i>
3. (a) Casual Employees with actual viral infection; OR (b) Casual employees required to care for immediate family/household member who have an actual or suspected viral infection; OR (c) Casual employees required to care for school-aged children	Step 1	<u>Long term casual employees</u> Access to up to 20 days paid special leave <i>Note: a long-term casual employee is a casual employee engaged by a particular employer, on a regular and systematic basis, for several periods of employment during a period of at least 1 year immediately before the employee seeks to access paid special pandemic leave.</i> <u>All other casual employees</u> The chief executive may grant up to a maximum 20 days paid SPL to a casual employee who is not a long-term casual.

as a result of school/childcare centre closure.		
4. Workplace Closure (where the Queensland Rail has directed the employee not to attend the workplace).	Step 1	Where possible, the employee should attend a reasonable alternative work site.
	Step 2	Work remotely if possible. Work remotely available per MD-14-807 (Flexible Work). MD-10-486 form to be completed.
	Step 3	Employees will be paid as normal (i.e. projected roster), if they are available to work but directed to stay at home.
5. Public Transport Closure – where employees are unable to attend work because they are reliant on public transport and services are suspended or cancelled.	Step 1	Work remotely if possible. Work remotely available per MD-14-807 (Flexible Work). MD-10-486 form to be completed.
	Step 2	The Chief Executive may grant paid special leave up to 5 days unless the circumstances warrant a greater period.
6. Employee refusing to attend work.	Step 1	An unreasonable refusal by an employee to attend work may attract disciplinary action.
7. Medical evidence	Step 1	Employees will be required to provide evidence of absences which exceed two working days, as per relevant enterprise agreement provisions, and may be required to provide a copy of a record to confirm they have undergone a relevant assessment to determine their ability to return to work. Supporting documentation will be required for all periods of 'Special Pandemic Leave'