

HR 1.15 COVID19 Hardship Payment

Purpose

1. This policy outlines SAVVY employee entitlement to a COVID19 Hardship Payment, in lieu of wages when they are instructed not to attend work due to
 - a. being a household contact of a positive COVID19 case
 - b. being a close contact of a positive COVID19 case, or
 - c. being a positive COVID19 case.

Alignment with Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. Fair Work Act 2009

Key Responsible Executive

1. Chief Executive Officer

For More Support

1. People and Culture Team
2. Your People Manager

Policy Statement

1. This policy applies to ALL employees, volunteers, and students, collectively referred to as “staff”. Employees that do not have participant-facing roles (i.e., visiting participants at their homes or have direct contact with participants) still interact with the participant-facing staff members. Therefore, all staff members of SAVVY are required to comply with this policy.

Procedures

1. To safeguard staff, participants, and the public from increased risk of exposure to SARS-CoV-2 or of severe COVID-19 all SAVVY staff may be instructed not to attend work.
2. Such an instruction may be made when an employee is deemed to present a risk to SAVVY participants and/or employees, or when attendance at work constitutes a direct contravention of the Australian Government’s health and quarantine guidelines.

3. Full-time and part-time employees
 - a. Full-time and part-time employees can take paid sick leave if they can't work because they're sick with coronavirus. If they have no paid sick leave left, they can take unpaid sick leave.
 - b. Full-time and part-time employees can also take carer's leave (paid or unpaid) if they need to look after a family or household member who's sick with coronavirus or affected by an emergency.
4. Casual employees
 - a. Pursuant to the *Fair Work Act 2009* (Cth) casual employees are not entitled to paid sick leave. As such, when they are instructed not to attend work they are not entitled to be paid.
 - b. Casual employees may take unpaid carers leave, if they need to look after a family or household member who is sick with coronavirus or affected by an emergency.
5. Hardship payment
 - a. As an act of good faith, SAVVY has introduced a COVID19 Hardship Payment, which will be made available to all full-time and casual employees on a case-by-case basis.
 - b. What constitutes hardship is determined by consideration of an individual employees' personal circumstances.
 - c. Employees may be entitled to a weekly payment equal to the average hours of work over the past six weeks or a gross weekly payment of \$500, whichever is lesser.
 - d. Disbursement of the COVID19 Hardship Payment will be made via existing payroll processes and will be paid fortnightly in arrears.
 - e. If an employee is deemed to be eligible for the COVID19 Hardship Payment they may be asked to provide evidence that they meet one of the following criteria: (i) a household contact of a positive COVID19 case, (ii) a close contact of a positive COVID19 case, or (iii) a positive COVID19 case. In the event they are unable to provide evidence they may be asked to sign a statutory declaration.
 - f. Eligibility for the payment will be determined on a case-by-cases basis and is not an automatic entitlement.
 - g. For full-time or part-time staff to be eligible for the COVID19 Hardship Payment, they must first have exhausted all leave entitlements available to them, including personal leave and annual leave.
6. Responsibilities – Chief Executive Officer
 - a. Upon receiving advice that an employee is either (i) a household contact of a positive COVID19 case, (ii) a close contact of a positive COVID19 case, or (iii) a positive COVID19 case, the Chief Executive Officer may instruct an employee not to attend work.
 - b. The Chief Executive Officer will consider a team members' circumstances and determine if they are eligible for the SAVVY COVID19 Hardship Payment.
 - c. The Chief Executive Officer will consult with SAVVY management, including the SAVVY Chief participant Officer, SAVVY participant Engagement Managers and the SAVVY Head of People and Culture where relevant to do so.
 - d. Eligibility for the payment is the sole discretion of the Chief Executive Officer, and there is no appeal right associated with such a determination.

References to other SAVVY policy statements

1. Nil

Summary of Attachments

1. Nil

Version Control

1. 1 April 2023 - New Policy Creation