

Coronavirus absence options.

Scenario	Options
Employee is sick	<ul style="list-style-type: none"> • Sick leave (if available) or unpaid leave • If the employee is sick with COVID-19 they may be eligible for the Leave Support Scheme
Employee is not sick but must care for a member of their immediate family or household who is sick	<ul style="list-style-type: none"> • Sick leave (if available) or unpaid leave • If the household or family member is sick with COVID-19 the employee may be eligible for the Leave Support Scheme
Employee is not sick but refuses to come to work because of risk of infection	<ul style="list-style-type: none"> • If the employee is unable to attend work due to Ministry of Health Guidelines relating to vulnerability to infection (for themselves or a member of their household), they may be eligible for the Leave Support Scheme • At your discretion, you may allow employee to take accrued leave (e.g. annual leave) • If no real risk of infection at work, unauthorised absence with no pay after consultation with the employee • Contact EmploySure for advice regarding unauthorised absence
Employee is not sick but cannot attend workplace because they are stuck overseas	<ul style="list-style-type: none"> • Explore option to work remotely (if suitable) • Otherwise, allow use of accrued annual leave on agreement or unpaid leave
Employee is not sick but is quarantined by health authorities in government facility	<ul style="list-style-type: none"> • Explore option to work from quarantine (if suitable) • The employee may be eligible for the Leave Support Scheme • Otherwise, allow use of accrued annual leave on agreement or unpaid leave
Employee is not sick but has self-isolated due to Government guidance	<ul style="list-style-type: none"> • Explore option to work remotely (eg from home, if suitable) • The employee may be eligible for the Leave Support scheme <ul style="list-style-type: none"> - Otherwise, allow use of accrued annual leave on agreement or unpaid leave
Employee is not sick, but employer requires employee to stay away as a precautionary measure	<ul style="list-style-type: none"> • Explore option to work remotely (eg from home, if suitable) • The employee may be eligible for the Leave Support Scheme • Contact EmploySure before proceeding
Employer temporarily closes workplace due to actual or suspected case of Coronavirus	<ul style="list-style-type: none"> • Explore option to work remotely (eg from home, if suitable) • If not an option, depending on the circumstances, you may be able to place employees on unpaid leave with their agreement or after following a consultation process. You may also be able to apply for the Government's wage subsidy. • Contact EmploySure before proceeding