

17 March 2020, extract from email.

Dear Glen

Thank you for your email and, further to your conversation with Susan Young, your sentiment to consider a coordinated approach within the sector is appreciated.

As you rightly mention, there are currently no special leave provisions within the *Fair Work Act* nor within the South Australian Catholic Schools Enterprise Agreement. However, in light of the current unprecedented situation of COVID-19, we have adopted a proactive approach above the “normal” industrial approach to provide our staff reasonable financial support as follows:

**Changes to Leave and Pay arrangements for school staff impacted by COVID-19**

The new arrangements that will apply are as follows and is applicable to permanent, contract and casual staff who have work hours in the period under consideration:

- a) In the event of either whole school closure OR individuals being requested/required to isolate, staff will continue to receive their normal salary for up to up to 2 weeks. Where it is reasonably practical, and the staff member is not ill, they are asked to “work from home” and complete the necessary WHS proforma. There will be no deduction from Personal or Long Service Leave.
- b) In the event of staff having to access carer’s leave due to COVID-19, normal Personal (Carer’s) Leave applies.
- c) In the event of a staff member actually falling ill, and the Infectious Disease Policy does not apply, normal Personal (Sick) leave applies.
- d) The Federal Government has determined that education is an essential service and schools should continue to function. If a staff member chooses not to attend their workplace because of their individual health concerns, they should seek a medical certificate for their absence and normal Personal (Sick) leave applies.

**Self-isolation (14 days) for all overseas travellers from midnight (AEST) 15 March 2020**

The Federal Government has provided a directive on this matter. As such all staff, students and families arriving in Australia from 12.00 am 16 March 2020 need to comply. A decision has been arrived at by CESA that staff who return from overseas, and therefore are required to isolate, will be asked to work from home if they are well. Irrespective of the staff member’s ability to work from home, they will be paid their normal salary and no deductions made from Personal Leave or Long Service Leave. The Working from Home WHS Checklist can be used to formalise the working from home arrangement, as applicable.

I believe our approach provides a responsible, measured and positive message to our staff and offers some comfort during these uncertain times. As you are aware, the situation is ever changing and we will continue to review our position, as applicable, as new information emerges.

Kind regards

**Neil**

**Dr Neil McGoran**

**Director**

Catholic Education South Australia