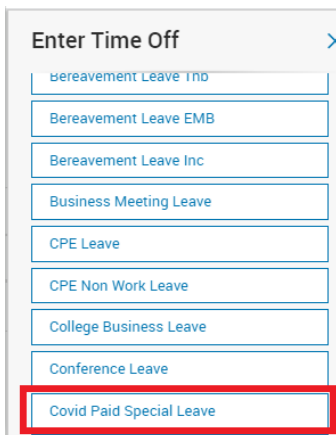
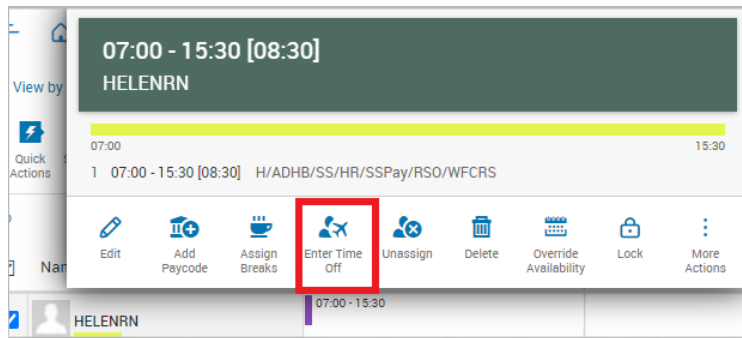


To enter leave that is COVID-19 related:

In the **Schedule** right click on the relevant shift and choose the **Enter Time Off** option from the menu that appears:



Select the appropriate **leave code** (see Table on page 2 for which leave type to use) and click **Apply**.

Dates — Use the calendar to identify one or more dates, consecutive or not. **You can use shift-click to select to specify a range of consecutive dates.** To remove a previously selected date from your selection, select it again.

Duration — Select a duration. Depending on the type you selected, different options may be available:

Full Day — Entire shift that day

Half Day — Half the total time of shifts that day

1st Half Day — Total time of the first half of shifts that day

2nd Half Day — Total time of the last half of shifts that day

Note: The time off starts when the first shift of the day starts. For other half-day amounts, select 1st or 2nd Half Day or Hours.

Automatic Approval – untick the Auto Approve box if the leave is not yet approved

Click Review to see the options you have selected.

(Optional) **Add a Comment** to add a comment and type a note.

ADHB is only using 4 COVID Comments

NOT Working Comments

COVID-19

COVID-19 Childcare

Click Submit.

WORKING from home comments

COVID-19 WFH

COVID-19 WFH Isolation

Scenario	Working/Not Working	Mahi ē Taea Schedule Input (Paycode)	Mahi ē Taea Comment
Employee symptomatic and may have been exposed to COVID-19	Not working	Covid Paid Special Leave	
Required to self-isolate for any reason relating to COVID-19	Not working	Covid Paid Special Leave	
Required to self-isolate for any reason relating to COVID-19	Working	Normal shift/pay	COVID-19 WFH Isolation
Directed/required to/stood down awaiting results of COVID-19 test or result	Not working	Covid Paid Special Leave	
Employee has confirmed COVID-19	Not working	Covid Paid Special Leave	
Employee needs to look after sick dependents who have COVID-19*	Not working	Covid Paid Special Leave	
Employee decides to stay at home to look after child(ren) despite school/early childhood learning centre being open and child being well and able to attend	Not working	Annual Leave, Leave Without Pay	COVID-19 Childcare
Working From Home	Working	Normal shift/pay	COVID-19 WFH
Employee is sick (unrelated to COVID-19)	Not working	Sick Leave	
Employee wishes to stay away from normal duties due to concern about a vulnerable household member and can be redeployed	Working	Transfer shift to new place of work	COVID-19
Employee wishes to stay away from normal duties due to concern about a vulnerable household member and cannot be redeployed	Not working	Approved Annual Leave or Leave Without Pay	COVID-19
Employee prevented from returning to the country through border controls	Not working	Managed on case-by-case basis. Leave options may be available depending upon circumstances	COVID-19

* This may need to be reviewed on a regular basis between the manager and the staff member.

Timeframes and specific scenarios will depend on relevant exposure assessment.

Use the leave type that reflects the shift the employee was rostered (eg. shift with **inclusive of meal break**, use leave type **Covid Paid Special Leave Inc**)