

Document #	POL_09
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Approved by	P.Walker
Status	Current

Purpose

This policy sets out workforce flexibilities available to employees. Tytec Logistics is taking a pragmatic and precautionary approach to managing work absences related to COVID-19, with a view to promoting health and safety for individuals, others in the workplace, and the public.

Scope

This policy applies to all Tytec Logistics employees including part time and casuals.

Statement

There is a lot of uncertainty around COVID-19 and how it will affect the community. Tytec Logistics is monitoring the situation and responding accordingly.

Self-isolation for COVID-19

The Australian Government is identifying groups of people required to self-isolate at home because of COVID-19. The advice will change as the situation develops. Tytec Logistics will monitor the government website to ascertain who is affected at any particular time.

Employees are urged to reconsider any international travel plans in light of the global pandemic.

Travel

From the 16 March 2020, all people returning from international travel must self-isolate for 14 days after the date of return to Australia.

Employees must notify Tytec Logistics if they will be:

- travelling interstate or internationally
- if they will be coming into contact with anyone who has recently travelled overseas
- if they have come into contact with a confirmed case of COVID-19

The isolation period, provided the person remains well, is 14 days.

Employees do not require a medical certificate or clearance to return but must remain at home for 14 days or longer if symptoms are still present.

The current advice from Australian Government (at 16 March 2020) to all Australians (regardless of age, health or destination) is to reconsider any non-essential overseas travel at this time.

Employment Flexibilities

1. Advance Leave

Tytec Logistics may allow employees to access up to 14 days more annual leave than the employees accrued leave entitlements, for employees who:

- have contracted COVID-19;
- need to care for another person who:
 - has COVID-19 or is required to self-isolate, or
 - cannot access school or other care arrangements because of COVID-19; or
 - are otherwise prevented from working because of COVID-19.

Advance leave is only available after an employee's existing paid annual and personal/carers leave entitlements have been exhausted.

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Advance leave:

- is paid leave, the employee has not yet accrued;
- does affect future annual leave accruals; and
- is available to all employees excluding casuals.

Casual employees may apply for an advance payment of up to 14 days, calculated according to the preceding four-week average of shifts worked or the individual employee's rostered future shifts.

Any authorised advance leave or advance payment and the repayment schedule will be documented.

Tytec will keep records of advance leave granted for reporting purposes.

Each 'day' of advance leave is to be calculated according to the rostered or ordinary hours an employee would have worked on that day.

2. Employees required to self-isolate

An employee required to self-isolate because of Australian Government advice, will be paid their leave entitlements during their absence from work.

All employees including casuals can apply for advance leave or an advance payment during required self isolation. Working from home arrangements can be accommodated in some situations.

3. Employees absent from work because of reasonable concern about exposure

Some employees may seek not to attend work because of reasonable concern about exposure to COVID-19, even though the employee is not required to self-isolate.

Tytec will take a pragmatic and precautionary approach, informed by current information about health risks.

Following an individual assessment of risk, Tytec may decide to:

- allow the employee to access available leave, advance leave or an advance payment,
- or elect to take leave without pay; or
- accommodate working from home arrangements, consistent with Tytec policies.

4. Employees who have contracted COVID-19

An employee who has contracted COVID-19 can access:

- existing annual and personal/carers leave entitlements (however those leave types are described in the applicable industrial instrument); or
- advance leave or an advance payment if the employee has no annual or personal/carers leave entitlements.

5. Evidence

Employers may:

- before granting advance leave or an advance payment or exercising other flexibilities, require employees to show reasonable evidence of their entitlement or to substantiate their concerns about exposure to COVID-19;

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- examples of reasonable evidence may be confirmation of contracting COVID-19 or proof of exposure to a confirmed case of COVID-19
 - choose to waive any requirement for leave evidence if satisfied an absence is justified in response to the COVID-19 situation
6. Working from home
Working from home arrangements may be accessed to manage absences from work due to COVID-19, subject to applicable Tytec procedures. These arrangements will be confirmed by your manager.
7. Temporary change of duties
Tytec may temporarily deploy or relocate employees to priority work.
- In such a situation:
- employees will not to be disadvantaged in relation to their existing pay and conditions; and
 - managers are to monitor temporary deployments and recall employees when priorities change.
8. Staff not attending work without notice
Employees are expected to attend work or notify the employer of reasons for not attending. Employees not attending work without notification will be deemed to be on leave without pay

Responsibilities

Managers are responsible for;

- ensure employees are fit for work before commencing shifts
- obtaining travel details of employees prior to taking annual leave
- checking employee leave evidence and seeking approval from Managing Director on actions
- monitoring temporary deployments and recall employees when priorities change

Employees are responsible for;

- presenting for work in a fit and healthy condition
- advising Tytec Logistics of all interstate and international travel arrangements
- advising Tytec Logistics of any exposure to confirmed cases of COVID-19



Paul Walker
Managing Director

18th March 2020