

DHB/NZNO MECA

These guidelines are for the purpose of potential guidance only and each case will need to be assessed on its own facts via discussion between the DHB and the member with advice/support from NZNO. DHB/NZNO MECA entitlements to sick and domestic leave apply. Annual leave should only be accessed when all other types of leave are exhausted and with subject to the express agreement of the member concerned.

Scenario	Employee is well but may have been exposed OR employee asymptomatic/no symptoms	Employee symptomatic/sick Employee should be appropriately assessed to confirm CoV-19 as per Ministry of Health Professional Advice.
Employee is symptomatic and may have been exposed to Covid-19	N/A	<p>Sick leave Depending on the severity of the illness, this will either be sick leave in accordance with clause 14.1 (normal sick leave balance), or; 14.4, where Coronavirus manifests with mild symptoms and the member is otherwise able to work and is either directed to self isolate, or provided with alternative duties. In the case of 14.4 being relevant, such leave shall not be a charge against the member's sick and domestic leave entitlement under any sub clause of clause 14.0.</p> <p>NB* Where sick leave entitlement is exhausted , additional sick leave should be considered in accordance with clause 14.2 and 14.3</p>
Employee requested by DHB to self isolate for incubation period.	<p>Special leave If required by the employer to self isolate, special leave will apply. This will not be deducted from the members other paid leave balances.</p>	<p>Sick leave Depending on the severity of the illness, this will either be sick leave in accordance with clause 14.1 (normal sick leave balance), or; 14.4, where Coronavirus manifests with mild symptoms and the member is otherwise able to work and is either directed to self isolate, or provided with alternative duties. In the case of 14.4 being relevant, such leave shall not be a charge against the member's sick and domestic leave entitlement under any sub clause of clause 14.0.</p> <p>NB* Where sick leave entitlement is exhausted , additional sick leave should be considered in accordance with clause 14.2 and 14.3</p>
Employee prevented from returning to the country through border controls following travel for personal reasons.	<p>Available, annual, shift, lieu Leave</p> <p><i>To be reviewed at the same time as governmental updates to border restrictions. In the first instance a discussion by manager with employee should be held to seek agreement on taking a combination of accrued annual leave and special leave for up to 14 days then we will review your situation with you</i></p>	<p>Sick leave There may be an entitlement to substitute part of the annual leave for sick leave under clause 14.8, provided that the sick leave period is more than three days and a medical certificate is produced.</p> <p>Members in this situation should seek further advice from NZNO.</p>

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Scenario	Employee is well but may have been exposed OR employee asymptomatic/no symptoms	Employee symptomatic/sick
Employee prevented from returning to the country through border controls following work related travel.	Special leave Special leave will apply. This will not be deducted from the members other paid leave balances.	Employee symptomatic/sick Employee should be appropriately assessed to confirm CoV-19 as per Ministry of Health Professional Advice.
Member requires time off to look after dependants, such as a child who has been asked by the school to isolate? Note that we are expecting this advice to be updated in the next few days	Available paid leave <i>Discussion with manager to understand the circumstances</i> You may take annual leave to look after your child if they are asymptomatic. You may be asked by your employer to self-isolate in which case you will get paid special leave by your employer. <i>Discussion by manager with employee to seek agreement on working from home if suitable</i>	Domestic leave In accordance with clause 14.1. Where domestic leave entitlement is exhausted, additional domestic leave should be considered in accordance with clause 14.2 and 14.3

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Scenario	Employee is well but may have been exposed OR employee asymptomatic/no symptoms	Employee symptomatic/sick Employee should be appropriately assessed to confirm CoV-19 as per Ministry of Health Professional Advice.
<p>Employee has run out of paid sick leave entitlement of 10 days per annum and any additional accrued sick leave as per clauses 14.1 and 14.5.</p> <p><i>Discussion with manager on options.</i></p>	<p>Special leave If required by the employer to self isolate, special leave will apply. This will not be deducted from the members other paid leave balances. Staff member may also work from home if these arrangements are suitable.</p>	<p>Clauses 14.2 and 14.3 of the NZNO / DHB MECA will apply.</p> <p>Clause 14.2 provides an additional 10 days of sick leave per annum. In considering the granting of leave under this clause the employer shall recognise that discretionary sick and domestic leave is to ensure the provision of reasonable support to staff having to be absent from work where their entitlement is exhausted.</p> <p>Requests should be considered at the closest possible level of delegation to the employee and in the quickest time possible, taking into account the following:</p> <ul style="list-style-type: none"> - the employee's length of service - the employee's attendance record - the consequences of not providing the leave - any unusual and/or extenuating circumstances. <p>NZNO's view is that the COVID-19 virus an unusual and/or extenuating circumstance.</p> <p>If declined, NZNO recommends members seek the reason for refusal be put in writing by the employer in accordance with clause 14.2.</p> <p>Leave granted under 14.2 may be debited as an advance on the next years' entitlement up to a maximum of five days.</p> <p>Further anticipated sick or domestic leave may also be granted in accordance with clause 14.3.</p>