**Leave scenarios for COVID-19 – Managing staff leave**

**Sick Leave**

Scenario 1

Sonia is the principal of a West Coast school and has tested positive for COVID-19.

Sonia will need to apply for sick leave to cover the Ministry of Health recommended isolation period. As a principal, Sonia will be able to apply for COVID-19 disregarded sick leave when she returns to work.

Scenario 2

Lucy is an administration support staff member at a secondary school who has tested positive for COVID-19.

Lucy will need to apply for sick leave to cover the Ministry of Health recommended isolation period.

**Domestic sick leave**

Scenario 1

Matiu is a teacher whose daughter has tested positive for COVID-19.

Matiu himself has not received a positive test, however he is unable to work as he needs to care for his daughter. This absence should be recorded as domestic sick leave.

Scenario 2

Tamara works as a kaiārahi i te reo in a local kura and her son has tested positive for COVID-19.

Even though Tamara has taken a PCR test which has come back negative, she needs to take care of her son meaning she is unable to work. This absence should be recorded as domestic sick leave.

**Discretionary paid leave**

Scenario 1

Fiona is a financial administrator at her local school and has tested positive for COVID-19 and does not have any sick leave available.

Fiona doesn’t have enough sick leave to cover the recommended isolation period. The school should provide additional discretionary paid leave.

Scenario 2

Bryn is a PE teacher whose flatmate has tested positive for COVID-19.

Bryn himself has not tested positive, but under Omicron response Phase 3 guidelines, is considered a household contact. Under Ministry of Health guidelines Bryn is required to self-isolate and can work from home. If Bryn is unable to work from home, discretionary paid leave should be provided.

Scenario 3

Philippe is a primary school teacher who has tested positive for COVID-19. Philippe’s sick leave balance is two days, however he will need to take seven days leave to cover the recommended isolation period.

In this instance, the first two days of his absence can be recorded as sick leave and the school should provide additional discretionary paid leave for the remaining five days.

Under the Primary Teachers’ Collective Agreement, Philippe is eligible to apply for COVID-19 disregarded sick leave. This means his two days of sick leave due to COVID-19 could be reinstated.

Philippe’s principal or school administrator can apply to have his two days of sick leave reinstated on his behalf.

**Disregarded sick leave**

Scenario 1

Carla is a primary school teacher who was notified via text message that she tested positive for COVID-19 on 2 February 2022. Carla had been isolating from the day of her test on 31 January 2022 and continued isolation for a further six days. Carla was unable to work and was granted sick leave for this period.

Under the Primary Teachers’ Collective Agreement, Carla is eligible to apply for COVID-19 disregarded sick leave. This means her sick leave due to COVID-19 could be reinstated. Carla’s principal or school administrator can apply for disregarded sick leave on her behalf.

Scenario 2

Rawiri is the tumuaki of a Māori-medium kura. He was advised in writing by a Medical Officer of Health that he had tested positive for COVID-19 and was required to complete a period of isolation. Rawiri isolated for the recommended 7 days from 10 February 2022 until 16 February 2022. He was unable to work during this time and applied for sick leave.

Under the Secondary Principals’ Collective Agreement, Rawiri is eligible to apply for COVID-19 disregarded sick leave. This means his sick leave due to COVID-19 could be reinstated.

Scenario 3

Andy is a secondary school science teacher who has COVID-19 symptoms. He takes sick leave and orders a self-administered Rapid Antigen Test (RAT).

Andy administers the RAT on the second day he is symptomatic, which shows a positive COVID-19 result. Under Omicron Response, Phase 3 Ministry of Health guidelines, Andy will need to isolate for at least 7 days.

Under the Secondary Teachers’ Collective Agreement, Andy is eligible to apply for COVID-19 disregarded sick leave. This means his sick leave due to COVID-19 could be reinstated. Andy’s principal or school administrator can apply for disregarded sick leave on his behalf.