

20 March 2020

Dear Principal

Re: Employee Entitlements during outbreak of COVID-19

I write on behalf of the Independent Education Union Victoria Tasmania (**the IEU**), in respect of employee income, entitlements and workplace provisions during the outbreak of COVID-19. The IEU understands that it is a difficult period for employers, however many members have raised concerns about risks to both their health and income during this period.

The IEU writes to seek a commitment from your school to ensure that no employee loses income or entitlements because of the school taking steps to address COVID-19. These employees include teachers, teaching support staff and casuals that during the period of service would have had a reasonable expectation of ongoing work (**the employees**).

1. Foreseeable scenarios for employees during outbreak of COVID-19

The IEU foresees that there are several potential circumstances for employees being affected by COVID-19, these circumstances include:

- a) Employees that contract COVID-19 at the workplace;
- b) Employees that contract COVID-19 from a source other than workplace;
- c) Employees that are caring for a household member that has or may have COVID-19;
- d) Employees that are self-isolating due to their compromised immune system or a household member that has a compromised immune system;
- e) Employees that are self-isolating because they have returned from overseas after the 16 March 2020, or have a household member that has returned during this period; and
- f) Employees that are directed by the school not to attend the workplace due to a school shutdown.

2. Commitment from your School

I request that you provide a guarantee that the school will ensure that no employees will lose income or entitlements because of any steps taken by the school to manage COVID-19. This includes a commitment for paid special leave entitlements and/or the capacity for employees to work remotely in alternative duties.

3. Leave entitlements

Where an employee has contracted COVID-19, is caring for a household member with COVID-19 or is in a period of required self-isolation, the school should provide an additional 2 weeks paid special leave. This special leave should be provided to all casual employees.

4. Remote working/School close down

In circumstances where employees are not able to be in the workplace because:

- An employee is self- isolating due to being immune compromised;
- An employee is living with a household member that is immune compromised;
- An employee has returned from overseas after 16 March 2020;
- An employee has a household member that has returned from overseas after 16 March 2020; or
- An employee is required not to attend the workplace due to a shut down.

That the school provide all necessary resources and materials to work remotely, and to provide alternative duties to all employees. Should alternative duties not be available and the school is closed, the school should continue to pay an employee without any loss of entitlement.

The IEU continues to monitor advice from the relevant public health authorities and foresees that the COVID-19 situation may change soon. As it stands, I believe that schools are in a unique position to ensure that all employees as members of a community are supported in this difficult time. The IEU seeks that your school commits to ensuring that no employees are financially worse off because of the school's actions in managing COVID-19. I note that IEU School Organisers may contact you directly to discuss member concerns. However, I request that you acknowledge receipt of this correspondence and that your school clarifies its position in supporting employees through this challenging time.

Yours sincerely



Debra James
General Secretary