

## **Global Epidemic/Pandemic Leave Policy – COVID-19**

Telstra is committed to ensuring the safety of our people and supporting employees who are unwell, need to care for a member of their household or are required to self-isolate. This policy sets out arrangements relating to COVID-19 leave.

### **Scope**

This policy applies at Telstra Corporation Limited (Telstra), its controlled entities outside Australia and wholly owned subsidiaries in Australia other than those that have developed their own specific arrangements for leave associated with the virus. If you work for a wholly owned subsidiary of Telstra and have any queries about the application of this Telstra policy, please contact [globalworkplacerelements@telstrahr.zendesk.com](mailto:globalworkplacerelements@telstrahr.zendesk.com).

The policy applies to Telstra employees. People who are not employed by Telstra such as Independent Contractors, Statement of Work, Agency/Temporary Labour or Consulting Services (together “**Contractors**”) are ineligible.

### **Coverage and eligibility**

Epidemic/pandemic leave will be provided if an employee:

- is required by Telstra or a regulator (i.e. State or Federal health or bio-security authorities) to be isolated or self-quarantined due to COVID-19 (“the virus”), and is unable to work from home; or
- is not able to attend work because of directions from Telstra or a regulator (e.g. movement into an area or building may be restricted), and is unable to work from home or another location; or
- is required to provide care or support to a member of their *immediate family or household* who:
  - falls ill because of the virus; or
  - is required to remain in isolation because they may have the virus;and they do not have access to any or sufficient accrued paid carer’s leave to cover the period of leave OR are based in a country without such an entitlement; or
- is required to care for a child because of school/care centre closures and they are unable to work from home (due to caring responsibilities and/or the type of work the employee performs); or
- is diagnosed with the virus or suspected to have the virus and does not have access to any or sufficient paid sick leave entitlement for the period that they are unwell and/or must remain in isolation.

All permanent full-time, part-time, fixed-term and casual employees are eligible to access epidemic/pandemic leave subject to manager approval and meeting relevant evidence requirements set out in this policy. The amount of leave provided will be dependent on the situation. See ‘Leave Entitlements’ below for further details.

In all cases, Telstra will need to be satisfied that the available evidence provided by an employee supports an employee’s claim for epidemic/pandemic leave, or claim to continue or extend a period of leave.

Telstra’s advice is to **not** travel to countries (or locations) that require a period of self-isolation on return. Employees will **not be entitled** to paid epidemic/pandemic leave if they return from a country/location that was on the quarantine list before their travel. (Refer [here](#) for a current list of Category 1 Countries).

### **Leave Entitlements**

**Note** – If a country passes a law that is more generous than this policy, then those laws will apply to the extent of any inconsistency with this policy. For example, if based in Karnataka, India employers must provide 28 days of mandatory paid sick leave if an employee falls ill due to the virus.

### **Scenarios**

The following table sets out scenarios for People Leaders and employees to review, including the leave that Telstra will provide and the evidentiary requirements.

Scenario	Permanent employees (e.g full time, part time and fixed term)	Casual employees
<p>An employee who is displaying cold or flu-like symptoms should not attend work and seek medical advice from their doctor.</p> <p>Where employees present to work and are displaying or develop cold/flu like symptoms, they are required to go home and are advised to seek medical advice from their doctor/medical facility.</p>	<ul style="list-style-type: none"> <li>• The employee should access paid sick leave entitlements applicable to their country until exhausted.</li> <li>• If an employee has insufficient paid sick leave to cover the period of ill health and any following recommended period of isolation, discretionary paid epidemic/pandemic leave will be provided, subject to provision of satisfactory evidence to support the leave.</li> <li>• Leave will be provided until the employee's treating doctor advises they are fit to return to work, and the employee has passed a recommended period of isolation after the illness has resolved.</li> <li>• If an employee returns a negative test result for the virus, access to epidemic/pandemic leave will cease and they will remain on unpaid sick leave (as paid sick leave will have already been exhausted) until they are fit to return to work.</li> </ul> <p><b>Evidence requirements</b> – appropriate evidence to Telstra's satisfaction that they have been diagnosed with the virus or are unfit to attend work due to cold/flu like symptoms.</p> <p>Prior to returning to work they must have evidence from a treating doctor or medical facility that they are fit to return to work.</p>	<ul style="list-style-type: none"> <li>• Paid epidemic/pandemic leave will be provided for any shifts scheduled during the initial 14 day period from the first day the casual is unwell and had a shift scheduled, subject to provision of satisfactory evidence to support the leave.</li> <li>• If an employee had no shifts scheduled within the initial 14 day period when they first become unwell no payment will be made.</li> <li>• If the employee would have been scheduled during the 14 day period but the shift schedule was unknown then they will be paid based on the average number of hours they would have worked over a 14 day period.</li> <li>• A manager has the discretion to provide a further period of paid leave subject to provision of satisfactory evidence to support the leave.</li> </ul> <p><b>Evidence requirements</b> – appropriate evidence to Telstra's satisfaction that they have been diagnosed with the virus, or are unfit to attend work due to cold/flu like symptoms.</p> <p>Prior to returning to work they must have evidence from a treating doctor or medical facility that they are fit to return to work.</p> <p>If an employee returns a negative test result for the virus access to epidemic/pandemic leave will cease.</p> <p>See Rate of Pay for Casuals below.</p>
<p>A person who is caring for someone in their immediate family or household who:</p> <ul style="list-style-type: none"> <li>• has the virus; or</li> <li>• is required to self-isolate because they may have the virus.</li> </ul>	<ul style="list-style-type: none"> <li>• If an employee is in a country that provides paid carer's leave, they should access this until exhausted.</li> <li>• All countries without access to carer's leave will be paid epidemic/pandemic leave for up to 14 days of this period as they will be required to quarantine after coming into contact with the person.</li> <li>• If an employee is in a country which has access to paid carer's leave but they have less than 14 days available to them they can take paid epidemic/pandemic leave for the balance of up to a 14 day period.</li> <li>• A manager has the discretion to provide a further period of paid leave if evidence is provided which, to the manager's satisfaction, confirms that a further period away from work to care for their <i>immediate family or household</i> as a result of the virus is necessary.</li> </ul> <p><b>Evidence requirements</b> – appropriate evidence to Telstra's satisfaction (e.g. a notice from a</p>	<ul style="list-style-type: none"> <li>• Paid epidemic/pandemic leave will be provided for the shifts rostered for a 14 day period (given this must be observed for being in contact with someone who has the virus).</li> <li>• If an employee had no shifts scheduled for the 14 days they are caring and in quarantine, no payment will be made.</li> <li>• If the employee would have been scheduled during the 14 day period but the shift schedule was unknown then they will be paid based on the average number of hours they would have worked over a 14 day period.</li> <li>• A manager has the discretion to provide a further period of paid leave if evidence is provided which, to the manager's satisfaction, confirms that a further period away from work as a result of the virus is necessary.</li> </ul> <p><b>Evidence requirements</b> – appropriate evidence to Telstra's satisfaction (e.g. a notice from a doctor/medical facility) that they are caring for someone diagnosed with coronavirus.</p> <p>See Rate of Pay for casuals below.</p>

	<p>doctor/medical facility) that they are caring for someone who has the virus or who is required to self-isolate because they may have the virus.</p> <p>If the person they were caring for tests positive for the virus, prior to returning to work an employee must have evidence from a treating doctor or medical facility that they have completed the recommended quarantine period and they are fit to return to work.</p>	<p>If the person they were caring for tests positive for the virus, prior to returning to work an employee must have evidence from a treating doctor or medical facility that they have completed the recommended quarantine period and they are fit to return to work.</p>
<p>A person who needs to care for a child as schools/childcare has closed and they cannot perform work from home.</p>	<ul style="list-style-type: none"> <li>• If an employee is in a country that provides paid carer's leave they should access this until exhausted.</li> <li>• All countries without access to carer's leave OR if an employee has insufficient paid carer's leave will be paid epidemic/pandemic leave.</li> <li>• Leave will be for a period of up to 14 days with satisfactory evidence supporting that request.</li> <li>• Where a school/day care is closed for a longer duration, the period of paid leave may be extended at a manager's discretion, provided the request is supported with satisfactory evidence.</li> <li>• <b>Evidence requirements</b> – reasonable evidence to show that the school/childcare has closed or continues to be closed, and no other arrangements can be made.</li> </ul>	<ul style="list-style-type: none"> <li>• Paid epidemic/pandemic leave will be provided (for any shifts scheduled up to a 14 day period from the first day the school/childcare is closed).</li> <li>• If an employee had no shifts scheduled for the 14 days no payment will be made.</li> <li>• If the employee would have been scheduled during the 14 day period but the shift schedule was unknown then they will be paid based on the average number of hours they would have worked over a 14 day period.</li> <li>• Where a school/day care is closed for a longer duration, a manager has the discretion to provide a further period of paid leave subject to provision of satisfactory evidence to support the leave.</li> </ul> <p><b>Evidence requirements</b> – reasonable evidence to show that the school/childcare has closed and continues to be closed, and no other arrangements can be made.</p>
<p>A person required by Telstra or an authority to quarantine or self-isolate This includes where the employee is not able to return home due to a closed border.</p>	<ul style="list-style-type: none"> <li>• Employees who are not sick but required to self-isolate should seek to work from home over this period.</li> <li>• Paid epidemic/pandemic leave will be provided for the 14 day period where employees are required to self-isolate and are unable to work from home.</li> <li>• Where Telstra or an authority requires a longer period of isolation, the period of paid leave will be extended. Work from home arrangements should continue where practicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Paid epidemic/pandemic leave will be provided for the shifts rostered that fall within an initial 14 day quarantine period.</li> <li>• If an employee had no shifts scheduled for the 14 days they are in quarantine, no payment will be made.</li> <li>• If the employee would have been scheduled during the 14 day period but the shift schedule was unknown then they will be paid based on the average number of hours they would have worked over a 14 day period.</li> <li>• Where Telstra or an authority requires a longer period of isolation, the period of paid leave will be extended.</li> </ul>
<p>A Retail Store / or workplace closes and an employee is unable to work from home or an alternative location.</p>	<p>Paid epidemic/pandemic leave will be provided where a retail store or workplace is closed and an employee is unable work from home or an alternative location.</p>	<p>Paid epidemic/pandemic leave will be provided for the duration of the shifts employees were rostered /would have been rostered to perform during the closure of the store.</p> <p>If a casual was not rostered/would not have been rostered for the duration of the closure no payment will be made.</p>

### Rate of Pay

Permanent employees will receive their normal pay (excluding penalties) for the period they are on epidemic/pandemic leave.

Casuals will be paid their base rate of pay (excluding casual loading and other penalties).

### **Notification**

An employee must notify their manager as soon as possible of their absence and the likely length of their absence. Where practicable, notification must be provided as early as possible on the first day of their absence.

### **Work from home**

Where an employee is not sick with the virus and is able to work from home, then arrangements should be made to work from home wherever practicable. This includes people who are required to self-isolate for a period.

### **Evidence and Employee obligations**

An employee must provide their manager with evidence to their manager's satisfaction that the leave is required. Evidence may be in the form of medical reports from a doctor or medical facilities, and notices from a Government authority that relate to an individual employee, their family member or a location/place or a statutory declaration with appropriate details to confirm the reason for the absence and length of the absence. Refer to 'Leave Entitlements' above for further details on the evidence required.

### **Applying for leave**

If an employee wants to apply for leave, they must provide notification and evidence in accordance with this policy.

The manager should then contact HR Direct to record the period of leave to be taken and to provide a copy of the evidence to be uploaded.

From Friday 13 March, employees will be able to apply for this leave in Workday or the relevant leave application system for their location. (A manager can also enter this leave on an employee's behalf if required).

### **Roles and responsibilities**

Managers are responsible for ensuring that they manage requests for leave as set out above.

Managers are also responsible for recording Covid-19 instances via Donesafe. For the latest advice on what must be entered please refer to the latest alerts in [Donesafe](#)

It is the responsibility of employees to comply with the advice of medical practitioners and the directions of relevant authorities to ensure their health and the health of others.

Where testing for the virus is available, and such testing may shorten a period of isolation or quarantine, employees should use their best endeavors to get tested and inform their manager of the outcome to facilitate a safe time for return to work.

### **Support**

You can access the dedicated [Covid-19 information page](#) which provides the latest advice and FAQs. [Donesafe](#) will also continue to be updated with the latest alerts.

If you, someone in your team or any direct family members are feeling affected by the ongoing covid-19 situation, [MyCoach](#) is a confidential service that can provide coaching from trained professionals to help manage your resilience.

- More information on [Benestar \(MyCoach\)](#)
- [International contact numbers](#) for MyCoach

Visit the [Covid-19 Yammer group](#) or email [! Covid-19](#) if you have any further questions.

### **Definitions**

Household member – member of an employee’s household who is a person who normally lives at the same residence as the employee.

Immediate family – an employee’s spouse, de facto partner, child, parent, grandparent, grandchild, sibling or the employee’s spouse or defacto partner’s immediate family.

Spouse or defacto partner – includes a former spouse or former de facto partner

Child – includes and adopted child, step child, ex nuptial child, or adult child.

*This is policy is subject to change at Telstra’s discretion as the situation involves globally.*