



# COVID-19 Carers update

The health and safety of staff and clients is our top priority

24 March 2020

## Work arrangements for parents and carers

In the event schools and/or childcare centres close, there are flexible options for staff who are parents and carers. Start talking to your People Leader now about how you will manage this. Some options to discuss:

### Carer's leave access

Employees can access carer's leave, debited from their sick leave balance, if they are impacted by school or childcare centre closures. Once you have exhausted your sick leave entitlements, the Ministerial and Commission Chief Executive [Directive 01/20: Employment Arrangements in the Event of a Health Pandemic](#) provides for additional pandemic leave entitlements for public service employees as defined under section 9 of the *Public Service Act 2008*.

### Working from home

Carer's leave is not the only option available for staff. Talk to your People Leader about your circumstances and consider how much supervision your child/children will need and how this may impact working from home.

### A combination of leave and working from home

In some circumstances you can access a combination of carer's leave, special pandemic leave and [flexible work arrangements](#).

Here are some scenarios that can be discussed with your People Leader:

Your circumstances	Leave/ working arrangement options
Can't work (young / high needs children)	Carer's leave (if children and adult not unwell) or special pandemic leave (SPL)
Can work partial hours (at work or at home)	Combination of flexible work plus carer's leave or SPL
Can work normal hours but need to work from home	Flexible working from home arrangements
Can work normal load over unusual hours (e.g. when children are in bed)	Flexible working from home arrangements

Can work partial hours over unusual hours (e.g. when children are in bed)	Flexible working arrangements and carer's leave / SPL
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The important thing is to have these discussions now so you are prepared.

## Leave options

The following flowchart from the [Special Pandemic Leave directive](#) shows how staff with children can access leave in the event of school/childcare centre closures.

