

COVID-19 (Coronavirus):

Employee-related and general Q&As

Related to Level 3

Updated 24 April 2020

The Government has announced that we will move to Alert Level 3 at 11:59 pm on 27 April 2020, and that the situation will be reviewed two weeks later on 11 May.

These Q&As will be reviewed on or about 11 May, or prior if circumstances change.

Payment and leave types


<i>Scenario</i>	<i>Pay or leave type</i>
If you are working to provide or sustain services on site.	You are paid as normal or rostered working time.
If you are working from home, by agreement.	You will be paid as normal working time. If you work from home, you must be available and contactable in ordinary hours.
If you are not working, unable to work due to suspension of work activities and not deployed elsewhere	↓ Pandemic Paid Special Leave up to 1 May 2020 ↓ Annual leave ↓ Explore other paid leave options ↓ Leave without pay Please note you may be called upon and requested to work if circumstances change.
Employee sick with COVID-19 or other illness	Sick Leave
Employee requested to self-isolate for 14 days by a doctor or on MOH advice	↓ Working from home if relevant ↓ Paid Pandemic Special Leave up to 1 May ↓ Sick Leave
Level 3 children at home	↓ Working from home (by agreement) ↓ Annual Leave
Employee 70 years and over, not cleared to work on site*	↓ Working from home if relevant ↓ Paid Pandemic Special Leave up to 1 May ↓ Sick Leave or Annual Leave ↓ Explore other paid leave options ↓ Leave without pay
Employee or family member with vulnerable pre-existing health condition, not cleared to work on site*	↓ Working from home if relevant ↓ Paid Pandemic Special Leave up to 1 May

<i>Scenario</i>	<i>Pay or leave type</i>
	↓ Sick or Domestic Leave or Annual Leave ↓ Explore other paid leave options ↓ Leave without pay

Note: *Managers should contact the Occupational Health Team (Patrick Maney or Melissa Taylor) and their HR Business Partner for advice where needed.

Other Q&As

<i>Question</i>	<i>Response</i>
I am a designated essential worker / a worker rostered on site and have a person in my household with underlying health conditions which make them particularly vulnerable OR an older person in my household. Do I have to work?	As part of our controls for management of COVID-19, KiwiRail continues to have in place increased measures to keep our staff and customers safe. These include increased cleaning and sterilisation processes in our workplaces, PPE, social distancing protocols in line with MOH guideline. All employees should be practising good hygiene standards when leaving work, before interacting with family members. Specific guidance from Zero Harm is available on our COVID-19 site on IKON and your manager. If you are concerned please discuss with your manager who will seek appropriate advice on your situation. Managers should contact the Occupational Health Team prior to any decision.
What do I do if I have run out of paid sick leave entitlement?	<p>Situations should be looked at on a case-by-case basis, with managers working with HR to determine whether any additional entitlements exist under a particular employee's Collective or Individual Employment Agreement and what other leave entitlements may be utilized when an employee or their child /dependents are sick, but they have no paid sick leave.</p> <p>Forms of leave should ideally be explored and exhausted in the following order:</p> <ul style="list-style-type: none"> ↓ Sick Leave; ↓ Lieu days; ↓ Shift Leave; ↓ Current Annual Leave entitlement (agreed with the employee to take); ↓ Accrued Annual Leave (agreed with the employee to take); ↓ Annual Leave in advance (agreed with the employee to take); Annual leave will be debited against leave as it accrues. Note that if the employee leaves their employment before accrual becomes available, they will be expected

Question	Response
	<p style="text-align: center;">to repay this leave; ↓↓ Leave Without Pay.</p> <p>If you are unwell but have no paid sick leave left, please discuss this with your manager who will consider options in conjunction with Human Resources</p>
<p>Does the request asking people to take one week (up to 5 days) Annual Leave in the two-month period of May and June still apply?</p>	<p>Yes, that request is still in place.</p> <p>[Please see the Q&AS posted on 9 April and on COVID-19 website or embedded below]</p> <div style="text-align: center;">  <p>KR Covid-19 AL QAs - 9 April 1445hrs.pdf</p> </div>
<p>Is there an update on the possibility of KiwiRail applying for the Government Wage Subsidy?</p>	<p>We continue to be in discussions with Government over whether we proceed with a wage subsidy application, noting we have been impacted by significant revenue decreases and will update further on this. Key to these discussions are determining the interplay between the wage subsidy and discussions over other government stimulus measures, and what this could potentially mean for KiwiRail.</p>