



Policy Title: ISOLATION LEAVE & REMOTE AIR FARE ALLOWANCE POLICY

Policy Type: HUMAN RESOURCE
(Statutory, Financial, Administrative, Human Resources)

Policy Number: HR027

Approved by Council	Last Review	Current Review	Next Review
	19 May 2020	18 May 2021	17 May 2022
	Resolution #	Resolution #	Resolution #
	20.6632	21.6948	
Approved by CEO/Director:	Bernie McCarthy – CEO Signature.	
Effective Date	18 May 2021		
Implementation Department		Officer Position	
Corporate Services		Human Resources Manager	
Revision #:	Document Management File #.		
4.0			

ISOLATION LEAVE POLICY

1. Policy Background/Scope

Isolation Leave is granted to employees who have relocated to Aurukun from outside the Shire. The policy is not included in the Queensland Local Government Industry Awards – State 2017, as part of its leave provisions. Because of this, Council is adopting a policy for the leave to assist in the retention of staff.

2. Qualification and Eligibility

Eight Days (8) Isolation Leave is provided annually only for those employees who have been employed from outside the Aurukun Shire Council boundary.

Council will pay one return airfare ticket to Cairns for an employee and his or her immediate partner/spouse and dependent children who arrived with the employee to reside in Aurukun, per year, subject to proof being provided that the partner is not receiving a similar benefit from another employer or is not in receipt of an income exceeding \$30,000.00 per annum.

When an employee is using his/her private vehicle, Council will pay an amount equivalent to the actual travel expenses on production of a Tax Receipt for each expense. The employee must declare on the leave request the ultimate leave destination. Only reasonable expenses for travel to and from the declared destination will be reimbursed.

No freight cost will be provided to transport any type of pet or associated animal.

Employees may also take up to 7 days Annual Leave in conjunction with Isolation Leave.

3. Conditions

The following conditions will apply to the entitlement of Isolation leave:

- Any employee who requests leave of a type specified by this policy should submit a Leave Application where possible at least 10 working days before the leave is to be taken and comply with the other relevant notice and documentation requirements outlined in this policy.
- Employees must take all (8 days) Isolation Leave together at one time. Any special circumstances must be approved by the Chief Executive Officer.
- A newly appointed employee must be employed for at least 6 months in the first year of employment before they will be eligible to take Isolation Leave.
- That for the first leave period, the employee has completed at least 22 weeks in paid work (**exclusive of any periods of leave or absence from Aurukun**), and for subsequent leave periods, the employee has completed at least 38 weeks in paid work (exclusive of any periods of leave or absence from Aurukun) in the preceding twelve (12 months).
- Isolation Leave cannot be accumulated and is renewed each year after the employment anniversary date. Leave not taken from the previous year is lost. Any special circumstances must be approved by the Chief Executive Officer.
- All Isolation Leave must be taken outside the Aurukun Shire boundary.
- If an employee resigns, or is terminated, no outstanding entitlement to Isolation Leave will be paid.
- Leave Loading will not be paid on Isolation leave.

- Isolation Leave cannot be converted into cash.
- Isolation Leave airfares do not accrue.
- Any requests outside the provisions of this policy are at the sole discretion of the Chief Executive Officer.

REMOTE AIR FARE ALLOWANCE POLICY

1. Policy Background/Scope

Remote Air Fare Allowance is granted to employees who have relocated to Aurukun from outside the Shire. The policy is not included in the *Queensland Local Government Industry Award – State 2017*, as part of its leave provisions. Because of this, Council is adopting a policy for the air fare allowance to assist in the retention of staff.

2. Policy Statement

On completion of 12 months of service in Aurukun by an employee originally employed from outside of Aurukun, Council will pay one return airfare to Cairns per year for an employee and partner of the employee and any dependent children who are part of the family unit residing in Aurukun at the commencement of employment, subject to proof being provided that the partner or dependent is not receiving a similar benefit from another employer; or is not in receipt of an income exceeding \$30,000 per annum.

When an employee is using his/her private vehicle, Council will pay an amount equivalent to the actual travel expenses on production of a Tax Receipt for each expense. The employee must declare on the leave request the ultimate leave destination. Only reasonable expenses for travel to and from the declared destination will be reimbursed.

3. Related Documentation

Queensland Local Government Industry Award – State 2017