

Title: Leave - Special - Flood, Cyclone and Storm	Number: IRM 11.5-7
	Date: JULY 2000
	Replaces: JANUARY 1999 MOP 18-22-06

POLICY:

Queensland Health employees who are prevented from attending their normal place of employment because of floods, cyclonic disturbances or severe storms may be granted leave on full pay not deducted from any leave account in accordance with Directive 14/99 of the Minister for Employment, Training and Industrial Relations.

APPLICATION:

This policy applies to all employees of Queensland Health excepting those engaged on a casual basis.

CIRCUMSTANCES:

- (i) An employee who is prevented from attending their normal place of employment and it is not practicable for the employee to attend for duty at another Government office;
- (ii) An employee is absent from the usual place of residence on approved leave or during a weekend and is unable to return in sufficient time to attend the normal place of employment or it is not practicable to attend duty at another Government office;
- (iii) An employee is required to return home before the usual ceasing time to ensure personal safety, the protection of the employee's family and property or the availability of transport facilities which may be disrupted or discontinued because of weather conditions;
- (iv) An employee must of necessity remain at home to safeguard the employee's family or property;
- (v) An employee remains at home to have temporary repairs effected, restore belongings, clean-up etc.

- (vi) An employee who is travelling on transfer is unavoidably delayed from arriving at the destination.

NOTE: An employee may also be allowed reasonable expenses necessarily incurred for accommodation and meals for the employee and family.

CONDITIONS OF APPROVAL:

Where practicable, employees should report for duty at another Government office within the vicinity. Approval of leave is subject to the District Manager/Branch Director being satisfied that the absence is unavoidable or justified.

ENTITLEMENT:

Where the absence is less than one working day, necessary leave for such absence.

In all other absences involving whole working days, up to a maximum of five (5) working days per calender year non-cumulative.

The District Manager/Branch Director may consider additional special leave on full salary in exceptional and deserving cases or where an employee is affected by more than one (1) disaster in any one year.