



FAQ's – Western Sydney University Employees

COVID-19 Vaccination Payment/Leave General Questions

Why is Western Sydney University providing leave/payments to employees?

This is a crucial point in the management of the pandemic, we know vaccination is our best option if we are to come out of lockdown as soon as possible. We are offering leave/payments to help to encourage as many of our staff to get vaccinated as possible before the end of the year.

The impact of the current COVID-19 pandemic in Western Sydney is significant. The University wants to support staff who would like to be or have been vaccinated, and in doing so ultimately supporting the greater Western Sydney community.

What document can I attach as confirmation of my vaccination?

Your COVID-19 Immunisation History must be attached to your leave request. This can be downloaded as a PDF from your [MyGov.au](https://mygov.au) account via the Medicare tab, (you may have to link your Medicare account, to your MyGov account). You can then download your COVID-19 digital certificate which is located at the bottom of the Immunisation History page.

What date do I have to be vaccinated by, to be entitled to the full vaccination leave/payment?

17 December 2021. However, if you are vaccinated with one dose before this date, you will be eligible to claim the first leave/payment entitlement.

Will my information remain private?

Yes. Any documentation received by our team will remain secure and will not be disclosed to third parties.

Will we be providing leave and benefits next year when the booster shots are required?

At this stage we are only offering this leave/payment until 17 December 2021, we will review the public health orders and advice at this time.



COVID-19 Vaccination Special Leave Entitlement for Ongoing or Fixed-term employees

How much leave will I receive and when can I take the leave?

You will be entitled to up to three days paid leave (pro rata for part time staff), to be taken between now and 17 December 2021, after which time the leave will expire. Please apply for this leave after you have had your vaccination. This leave does not carry forward.

Who is entitled to the leave?

Fixed-term and ongoing employees who have received their first dose or both doses of the COVID-19 vaccine.

Do I have to be vaccinated to be able to take the leave?

Yes. The leave is for staff who have received their first or both doses of the COVID-19 vaccine.

How do I claim leave?

As with existing other leave applications, you can claim your special leave via Staff Online. There will be two options in the drop-down menu under leave codes **First Vaccination** and **Fully Vaccinated**. When you select either of these leave options, you will be prompted to attach the relevant documentation for approval (COVID-19 Digital Certificate). Your request will then be forwarded to your supervisor for their approval.

I've already received my vaccinations; can I still claim leave?

Yes. If you have already been vaccinated, you are automatically eligible for the special leave. Please submit your request with the required documentation.

What if I can't get a vaccination until later in December or after 17 December 2021? Will I still get access to the leave, and how I can take this?

As the leave does not carry forward, all vaccination special leave must be taken by the 17 December 2021, this initiative is to encourage people to be vaccinated as soon as possible.

I have annual leave booked between now and 17 December 2021. Can I swap out three days and use this leave?

Vaccination leave has been provided to acknowledge the time staff have made to get vaccinated particularly during these very difficult times.

The University strongly encourages staff to take their annual leave in addition to this special leave and would ask that you do not reverse your annual leave but have an extra break.

Can the leave be cashed in?

The leave cannot be cashed in and does not accrue. This leave is to support your wellbeing and thank you for getting vaccinated. It is available to be taken between now and 17 December 2021. Also, the leave cannot be paid out at the end of a fixed term contract, if the contract ends between now and 17 December 2021.



Casual Staff COVID-19 Vaccination Payment's

How do I claim payment?

You can claim payment by emailing casualemployment@westernsydney.edu.au. Be sure to provide your Staff ID, full name and attach the supporting documentation confirming your vaccination status. The Casual Employment Team will then process the payment for you. Please note this will be paid in the corresponding pay period dependant on when the request for payment has been received. Payment will be processed in the next available pay cycle.

How much is the payment for casual employees?

Payment for Casual Professional Employees will be 1 hour for each vaccination. A total of 2 hours to be paid at the current HEW Level & Step.

Payment for Casual Academic Employees will be 1 hour for each vaccination. A total of 2 hours to be paid at a rate of \$50.81 per hour.

I've already received my vaccinations; can I still claim the payment?

Yes. If you have already received both doses of a COVID-19 vaccination, please follow the instructions above to claim your payment.

I have struggled to get an appointment at a time when I am not teaching, are you able to provide assistance?

Unfortunately, the University are unable to book appointments for vaccines, but we will be flexible as to when you receive your appointment. Please discuss your appointment and teaching schedule with your supervisor to arrange a solution. Getting your vaccine is a priority.

Can I claim this payment if I don't have a current casual contract?

Payment can only be made to employees on a current casual contract.