**Template Email - review of the use of recreational leave for COVID-19 Isolation:**

Send amended template email to:mbx.employeerelationsdivision@police.wa.gov.au

Subject line: Request for review: COVID-19 Leave & recreational leave use

CC**:** **admin@wapu.org.au**

Note: *Attach any relevant evidence as well to the email, for example copies of receipts/invoices for amended flights that show additional costs incurred. Ensure you CC* *admin@wapu.org.au* *into the email to Employee Relations.*

Good morning/afternoon

I refer to the letter from the Commissioner of Police to Union President Mr Harry Arnott, dated 14th September 2020, regarding officers who were on planned leave prior to the 16th March 2020 and subsequently remained on their recreational leave whilst required to self-isolate, and the Union’s request for that affected leave to be retrospectively cancelled and either COVID-19 leave or special leave with pay applied.

I provide the below information and respectfully request consideration for alternative leave to be applied in place of the affected recreation leave for that period:

**Name and work location:** Sgt Joe Smith – Broome Police Station

**Affected leave dates (as originally booked):** Annual Leave commenced 9th March 2020 – 22nd March 2020, Long service leave commenced 23rd March – 5th April

**Details of travel out of Australia and/or District (including dates):** Flew out of Australia to UK on 10th March. Originally booked to return on 2nd April.

**Details of return to Australia and/or District (including dates and any additional costs incurred):** Obtained an earlier return flight on 20th March to get back to Australia. Cost an additional $3,200 for flight cancellation and amendments for myself and family to return to Australia ASAP.

**Details of mandatory self-isolation period (inc dates):** undertook mandatory 14 days self-isolation from 20th March to 2nd April – remained on AL/LSL

**Date of return to work:** 3rd April

**Details of any cancellation/amendments to original leave already made:** OIC cancelled out remaining LSL from 3rd – 5th April so they could have me back at work ASAP

**Any other relevant information for consideration:**