

On Tuesday the Vic Communications Department distributed an email from Human Resources that outlined temporary policies the University has implemented that deal with COVID-19 sick leave absences, regular sick leave and non-sick leave absences that are related to the pandemic. The Union has been able to get clarification on those policies. Below is a summary of the University's new, temporary policies, with clarifications based on the Union's discussions with Human Resources.

### **Temporary Policies for Sick Leave and Self-Isolation Related Absences**

**IMPORTANT NOTE: In all situations in which an employee is away from work due to being ill with COVID-19 or flu-like symptoms or due to self-isolation, they must notify their manager of their illness and they must fill out and submit to Human Resources the University's Employee Absence Self Declaration Form. They are not required to provide medical documentation to substantiate their absence. When noting these types of absences in the Dayforce system, the University is directing employees to use the code SickCOVID.**

- **For COVID-19 Illness & For Self-isolation Due to Flu-like Symptoms**

- **Full-time and part-time employees in continuing and term jobs** who have tested positive for COVID-19 or who have flu-like symptoms will be paid 100% of their regular wages for up to fourteen days. This temporary provision is separate from and unconnected to the sick leave provisions in our collective agreement. It means that for fourteen days an employee with COVID-19 or flu-like symptoms will not have to use regular sick days or short term disability. If they are still sick after the fourteenth day, the University will consider on a case by case basis extending the length of time the employee is covered by the temporary provision. Otherwise, the employee would be covered by the sick leave provisions in our collective agreement.

- **Probationary employees** who have tested positive for COVID-19 or who have flu-like symptoms will be paid 100% of their regular wages for up to fourteen days. This temporary provision is separate from and unconnected to the sick leave provisions in our collective agreement. If a probationary employee is still sick after the fourteenth day, the University will consider on a case by case basis extending the length of time the employee is covered by the temporary provision. Otherwise, the employee would be covered by the collective agreement sick leave provisions for probationary employees. Under normal circumstances, probationary employees are entitled to three sick days during their probationary period.

- **Casual employees** who have tested positive for COVID-19 or who have flu-like symptoms will be paid 100% of their regular wages for up to fourteen days. The amount a casual is paid will be determined by either the number of scheduled shifts in a particular week they miss due to their illness or their average weekly wages as calculated according to the statutory holiday pay provisions in the Employment Standards Act. Whichever of those two options provides the greater benefit to the casual employee will be implemented. If a casual employee is still sick after the fourteenth day, the University will consider on a case by case basis extending the length of time the employee is covered by the temporary provision. Otherwise, the employee would be covered by the collective agreement sick leave provisions for casual employees. Under normal circumstances, casuals are not entitled to sick leave.

- **For Self-isolation Due to Order by Public Health or a Recent Return Home from Travel Outside of Canada**

-**Full-time and part-time employees in continuing and term jobs and probationary employees** who must self-isolate because of an order from Public Health or because they recently returned home from travel outside of Canada will be paid 100% of their regular wages for up to fourteen days. Employees who can perform their duties remotely are expected to work.

- **Casual employees** who must self-isolate because of an order from Public Health or because they recently returned home from travel outside of Canada will be paid 100% of their regular wages for up to fourteen days. The amount a casual is paid will be determined by either the number of scheduled shifts in a particular week they miss due to their illness or their average weekly wages as calculated according to the statutory holiday pay provisions in the Employment Standards Act. Whichever of those two options provides the greater benefit to the casual employee will be implemented.

- **For Self-isolation Due to a Compromised Immune System**

-**Full-time and part-time employees in continuing and term jobs and probationary employees** who must self-isolate because they have a compromised immune system or because they share living space with someone with a compromised immune system will be paid 100% of their regular wages for up to fourteen days. Employees who can perform their duties remotely are expected to work.

- **Casual employees** who must self-isolate because they have a compromised immune system or because they share living space with someone with a compromised immune system will be paid 100% of their regular wages for up to fourteen days. The amount a casual is paid will be determined by either the number of scheduled shifts in a particular week they miss due to their illness or their average weekly wages as calculated according to the statutory holiday pay provisions in the Employment Standards Act. Whichever of those two options provides the greater benefit to the casual employee will be implemented.

**IMPORTANT NOTE:** The March 17 email from Human Resources that describes the temporary sick leave provisions did not include the provision that an employee who shares living space with someone who has a compromised immune system can self-isolate for up to fourteen days with 100% of their regular wages paid. The Union has confirmed with the University that this extra provision is being implemented.

- **For Non-COVID-19 Illness**

The sick leave provisions of the collective agreement will apply to full-time and part-time employees in continuing and term jobs and probationary employees who are sick with a non-COVID-19 illness. Casuals will be paid for the shifts they were scheduled for during the time they are sick. Under normal circumstances, casuals are not entitled to sick leave. **Employees must notify their manager of their illness.** Employees will not be required to provide medical

documentation to substantiate their absence and they will not be required to fill out and submit the University's Employee Absence Self Declaration Form.

### Temporary Policies for Continuity of Pay

- **For Cancellations of Work, Programming Reductions, Government Required Shutdowns or Other Operational Closures**

- **Full-time and part-time employees in continuing and term jobs, including probationary employees**, will be paid their full wages if they are directed by management to not report to the workplace. This provision will be in place for three weeks starting March 17. Employees who can perform their duties remotely are expected to work.

- **Casual employees** who are directed by management to not report to the workplace from March 14 to April 5 will be paid their full wages for all of the scheduled shifts they miss or an amount equal to their average weekly wages as calculated according to the statutory holiday pay provisions in the Employment Standards Act. Whichever of those two options provides the greater benefit to the casual employee will be implemented.

- **For Absences from Work Due to School and Daycare Closures**

- **Full-time and part-time employees in continuing and term jobs, including probationary employees**, who have children affected by school or daycare closures and who need to remain home to look after their children will be paid their full wages. This provision is in place for three weeks starting March 17. Employees who can perform their duties remotely are expected to work.

- **Casual employees** who have children affected by school or daycare closures and who need to remain home to look after their children will be paid their full wages for all of the scheduled shifts they miss or an amount equal to their average weekly wages as calculated according to the statutory holiday pay provisions in the Employment Standards Act. Whichever of those two options provides the greater benefit to the casual employee will be implemented. This provision is in place from March 23 to April 3.

If you have any concerns or questions about the University's temporary sick leave and pay continuity provisions, or about anything else, please contact John Ankenman or Mark Austin or one of the other Vic USW representatives.

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