

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Feb. 25, 2021
Re: **Updated Leave Table – Current as of Feb. 25, 2021**

Horizon continues to advocate for its employees by ensuring consistent interpretation of the collective agreements and, with this, access to appropriate leaves that may be required as a result of COVID-19.

We recognize there have been a number of updates to this table since it was first released in September 2020, and we encourage all employees to review the information carefully.

The attached leave table (Page 2 of this memo) was designed to help you navigate your benefit entitlements during the pandemic. This guide shows a number of scenarios you may encounter over the next months involving yourself or your dependents and the current leave entitlements to which you may be eligible.

In cases where employees must miss time from work and a suitable alternate arrangement cannot be made, employees will need to use, in accordance with normal practice, the various leaves available to them in the applicable collective agreement or non-bargaining policy.

Horizon is sincerely appreciative of the efforts made by our dedicated employees in response to the COVID-19 pandemic.

If you have any questions, please contact your manager or local Human Resources Advisor.

For employees who are unable to attend work as a result of the impact of the COVID-19 pandemic on their particular personal circumstances, the below table can be used to determine what benefits may be applicable depending on the employee’s particular scenario.

While specific examples are provided below, paid leave / quarantine leave is available for employees if the following criteria have been satisfied:

1. The employee has been advised by Public Health or Employee Health that they must self-isolate because of their symptoms; and
2. The employee is being sent for testing for COVID-19.

Scenario		Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
1. Childcare or family responsibilities				
1a)	New school bus schedule or school/daycare drop-off and pick-up times do not align with regular work schedule	Manager may approve suitable flexible work-hours arrangement (e.g. different start/end times, compressed lunches/breaks, etc.) based on operational requirements and ensuring regular number of work hours are completed and program/service delivery is not negatively impacted.	If no alternate arrangement/accommodation possible, employee may, upon manager’s approval, use vacation credits or time off in lieu of banked overtime (if applicable). Leave without pay once vacation/banked OT is exhausted or employee chooses not to use vacation/banked OT.	
1b)	Employee has child/dependent requiring care who is sick (COVID-19 related or otherwise) or waiting for COVID-19 test results	Employee is required to make all reasonable efforts to find safe alternate care arrangements. If not available, employee may request family responsibility leave as per the applicable collective agreements.	Family leave available in applicable collective agreement or policy for non-bargaining employees. Leave without pay once available family leave is exhausted. Employee may, upon manager’s approval, use vacation credits or time off in lieu of banked overtime (if applicable) before taking leave without pay.	Employees must call Employee Health . Employee Health will advise employees if they need to self-isolate and be swabbed for COVID-19. If employee is advised to self-isolate and be swabbed for COVID-19, see applicable scenario 2(a).

Application of Leaves Provisions

	Scenario	Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
1c)	Employee's child's school or daycare closed by Public Health or by school district/EECD due to outbreak	Employee is required to make all reasonable efforts to find safe alternate care arrangements. If not available, employee may request family responsibility leave as per applicable collective agreements.	Family leave available in applicable collective agreement or policy for non-bargaining employees. Leave without pay once available and/or family leave is exhausted. Employee may, upon manager's approval, use vacation credits or time off in lieu of banked overtime (if applicable) before taking leave without pay.	Applies only for duration of school or daycare closure.
1d)	Employee chooses to homeschool child(ren)	N/A	Leave without pay (upon manager's approval) Employee may, upon manager's approval, use vacation credits or time off in lieu of banked overtime (if applicable) before taking leave without pay.	
1e)	Daycare/school is open, but employee chooses not to send their child/children	N/A	Leave without pay (upon manager's approval) Employee may, upon manager's approval, use vacation credits or time off in lieu of banked overtime (if applicable) before taking leave without pay.	
2. Employee illness or other personal circumstances				
2a)	Employee has two or more COVID-19 related symptoms. Employee did not "pass" screening questions, and as a result is not permitted to enter the facility. Employee has contacted Employee Health and is being referred for COVID-19 testing.	N/A	Emergency, quarantine and/or other leave available in applicable collective agreement or policy for non-bargaining employees. Please reach out to your Human Resources Advisor to determine applicability of leaves.	Employees must call Employee Health. Employee Health will advise employees if they need to self-isolate and be swabbed for COVID-19.

Application of Leaves Provisions

	Scenario	Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
2b)	Employee has been on a long-term sick leave before COVID-19 (March 2020), they remain on sick leave until able and fit to return to work	N/A	Available sick leave	Employee who exhausts leave may take a leave without pay and apply for EI sick benefits if eligible.
2c)	Employee must self-isolate because they travelled outside of New Brunswick with manager's approval (see mandatory order) for non-work-related reasons after travel advisory was put in place	N/A	Employee may, only upon manager approval, use vacation credits or time off in lieu of banked overtime (if applicable).	Vacation during self isolation must be approved by manager based on operational requirements.
2d)	Employee contracts COVID-19 in the workplace		<p>For the acute phase of the illness (typically three to four weeks): Emergency, quarantine and/or other leave available in applicable collective agreement or policies for non-bargaining employees.</p> <p>Employees are required to file a WSNB claim. Absences longer than the standard acute phase will be paid according to WSNB.</p>	WSNB determines whether submitted claims will be accepted.

Application of Leaves Provisions

	Scenario	Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
2e)	Employee contracts COVID-19 in the community		<p>Emergency, quarantine and/or other leave available in applicable collective agreement or policy for non-bargaining employees pending the results of the COVID-19 swab.</p> <p>Available sick leave following receipt of positive COVID-19 test. If employee exhausts sick leave credits, may use vacation credits or time off in lieu of banked overtime (if applicable).</p> <p>Please reach out to your Human Resources Advisor to determine applicability of leaves.</p>	<p>Employees must call Employee Health. Employee Health will advise employees if they need to self-isolate and be swabbed for COVID-19.</p>
3.	Vulnerable Populations			
3a)	Employee is part of a population segment vulnerable to COVID-19 as defined by the Public Health Agency of Canada. This includes employees with heart disease, hypertension, diabetes, chronic respiratory diseases, cancer, or those with compromised immune systems related to a medical condition or treatment	Employee reports to workplace in accordance with usual work arrangement.	N/A	Being part of a vulnerable population segment does not prevent employee from reporting to workplace with proper COVID-19 safety measures in place and by taking additional precautions such as wearing a community mask (see the Personal Measures section of the detailed alert levels).

Application of Leaves Provisions

	Scenario	Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
3b)	Employee has a medical note confirming they have an underlying health condition that makes them vulnerable to COVID-19 AND that they cannot be present in the workplace	Manager to seek additional information from medical professional about employee's limitations and any workplace accommodations that can be put in place. If no accommodation, employee may work remotely from home with manager approval and if equipped to work effectively and productively.	Available sick leave	Employee who exhausts leave may take a leave without pay and apply for EI sick benefits if eligible if no available sick leave
3c)	Employee has household member who is part of a population segment vulnerable to COVID-19 as defined by the Public Health Agency of Canada	Employee reports to workplace in accordance with usual work arrangement.	N/A	Having a household member who is part of a vulnerable population segment does not prevent employee from reporting to workplace with proper COVID-19 safety measures in place.
4.	Out-of-Province Travel			
4a)	Employee travelled for non-work-related reasons before a new travel advisory was put in place and must self isolate upon return	N/A	Leave with pay	Applies during 14-day isolation period only.
4b)	Employee must self-isolate because a member of his/her household is a rotational worker and entire household is required to self-isolate	Employee is required to make all reasonable efforts to find safe alternate lodging arrangements so he/she can continue to attend work. If all efforts have been exhausted, employee may request leave without pay as per employer policies.	Leave without pay	

Application of Leaves Provisions

	Scenario	Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
4c)	Employee is a rotational worker (for another employer) and must self-isolate upon return to New Brunswick		Leave without pay	Employee must return to work upon expiry of the mandatory isolation for rotational workers.
5.	Right to Refuse			
5a)	Employee refuses to work after worksite has been deemed safe by WorkSafeNB	N/A	Leave without pay	Continued refusal to work by employee may be considered insubordination.
6.	Refuse COVID-19 Testing			
6a)	Employee refuses to be tested for COVID-19 despite having 1 or more symptoms	N/A	Leave without pay	Continued refusal to be tested may be considered insubordination.

If you have questions, please contact your manager.