

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Nov. 25, 2020
Re: **HR Update**

Updated leave table

A number of employees and managers have asked about leave entitlement related to COVID-19 absences. As a tool to help you navigate the pandemic, here is a guide to the application of leave provisions in a number of scenarios that you may encounter over the next months involving yourself or your dependents. This table has been updated since it was first shared in late September. Please review it carefully.

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.

**Application of Leaves Provisions
Horizon Health Network**

Updated: November 25, 2020

Scenarios		Alternate Arrangement/Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
1.	Childcare or family responsibilities			
a)	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.	
b)	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 emergency and/or family responsibility leave as per the applicable collective agreements.	Emergency and/or family leave available in applicable collective agreement or policy for non-bargaining employees. Leave without pay once available emergency and/or family leave is exhausted. Employee may, upon manager's approval, use vacation credits or time off in	

Scenarios		Alternate Arrangement/Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
			lieu of banked overtime (if applicable) before taking leave without pay.	
c)	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 emergency and/or family responsibility leave as per applicable collective agreements.	Emergency and/or family leave available in applicable collective agreement or policy for non-bargaining employees. Leave without pay once available emergency 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.
d)	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.	
e)	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	

Scenarios		Alternate Arrangement/Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
			overtime (if applicable) before taking leave without pay.	
f)	Employee has household member who has been advised by Public Health or 811 that they are required to self-isolate or is being tested for COVID-19	Unless employee has been advised by Public Health or 811 to self isolate, employee reports to workplace in accordance with usual work arrangement.	N/A	Having a household member self-isolating or being tested for COVID-19 does not prevent employee from reporting to work unless Public Health has advised her/him that they also need to self-isolate. If employee is advised to self-isolate, see applicable scenario 2(d).
2.	Employee illness or other personal circumstances			
a)	Employee has two or more COVID-19 related symptoms. Employee did not “pass” screening questions, and as a result are not permitted to enter the facility. They could <u>not</u> have otherwise worked (i.e. Is showing influenza-like illness).	N/A	Available sick leave If employee exhausts sick leave credits, may use vacation credits or time off in lieu of banked overtime (if applicable).	Employee who exhausts leave may take a leave without pay and apply for EI sick benefits if eligible.

Scenarios		Alternate Arrangement/Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
b)	Employee has two or more COVID-19 related symptoms. Did not “pass” screening questions, and as a result are not permitted to enter the facility. They could have otherwise worked (i.e. Is not showing any influenza-like illness).	N/A	<p>Emergency, quarantine and/or other leave available in applicable collective agreement or policy for non-bargaining employees.</p> <p>Please reach out to your Human Resources Advisor to determine applicability of leaves.</p>	
c)	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.
d)	Employee has been advised by Public Health or 811 to self isolate (see exception in next row below) or is waiting for COVID-19 test results	N/A	<p>Emergency, quarantine and/or other leave available in applicable collective agreement or policy for non-bargaining employees.</p> <p>Please reach out to your Human Resources Advisor to determine applicability of leaves.</p>	
e)	Employee has to self-isolate because they travelled outside the	N/A	<p>Leave without pay Employee may, upon manager approval, use vacation credits or</p>	Vacation during self isolation must be approved by manager

Scenarios		Alternate Arrangement/Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
	scope of travel bubble exemptions with manager's approval (see mandatory order) for non-work-related reasons after travel advisory was put in place		time off in lieu of banked overtime (if applicable) before taking leave without pay.	based on operational requirements.
f)	Employee contracts COVID-19 in the workplace		Leave with pay at 100% for the acute phase of the illness (typically three to four weeks). Employees are required to file a WSNB claim. Absences longer than the standard acute phase will be paid according to WSNB.	WSNB determines whether submitted claims will be accepted.
g)	Employee contracts COVID-19 in the community		Available sick leave If employee exhausts sick leave credits, may use vacation credits or time off in lieu of banked overtime (if applicable).	Employee who exhausts leave may take a leave without pay and apply for EI sick benefits if eligible.
3.	Vulnerable Populations			
a)	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,	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

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	diabetes, chronic respiratory diseases, cancer, or those with compromised immune systems related to a medical condition or treatment.			section of the detailed alert levels).
b)	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
c)	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			
a)	Employee travelled for non-work-related	N/A	Leave with pay	Applies during 14-day isolation period only.

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	reasons before a new travel advisory was put in place and must self isolate upon return			
5.	Right to Refuse			
a)	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 and subject to disciplinary measures up to and including dismissal.