

**To:** All employees  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** Dec. 17, 2020  
**Re:** **Updated Leave Table**

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 following 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](#).

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

## Application of Leaves Provisions

	Scenario	Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
1c)	<b>Employee's child's school or daycare closed by Public Health or by school district/EECD due to outbreak</b>	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.	<b>Emergency and/or family leave</b> available in applicable collective agreement or policy for non-bargaining employees. <b>Leave without pay</b> once available emergency and/or family leave is exhausted. Employee may, upon manager's approval, use <b>vacation credits or time off in lieu of banked overtime</b> (if applicable) before taking leave without pay.	Applies only for duration of school or daycare closure.
1d)	<b>Employee chooses to homeschool child(ren)</b>	N/A	<b>Leave without pay (upon manager's approval)</b> Employee may, upon manager's approval, use <b>vacation credits or time off in lieu of banked overtime</b> (if applicable) before taking leave without pay.	
1e)	<b>Daycare/school is open, but employee chooses not to send their child/children</b>	N/A	<b>Leave without pay (upon manager's approval)</b> Employee may, upon manager's approval, use <b>vacation credits or time off in lieu of banked overtime</b> (if applicable) before taking leave without pay.	
1f)	<b>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</b>	Unless employee has been advised by Employee Health to self isolate, employee reports to workplace in accordance with usual work arrangement.	<b>N/A</b>	<b>Employees must call Employee Health.</b> Employee Health will advise employees if they need to self-isolate. If employee is advised to self-isolate, see applicable scenario 2(c).

	Scenario	Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
<b>2.</b>	<b>Employee illness or other personal circumstances</b>			
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. <b>Employee has contacted Employee Health and is being referred for COVID-19 testing.</b>	N/A	<p><b>Emergency, quarantine and/or other leave</b> 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>	Employee must contact <a href="#">Employee Health</a> for further direction.
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	<b>Available sick leave</b>	Employee who exhausts leave may take a <b>leave without pay</b> and apply for EI sick benefits if eligible.
2c)	Employee has been advised by Employee Health to self isolate (see exception in next row below) or is waiting for COVID-19 test results	N/A	<p><b>Emergency, quarantine and/or other leave</b> 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>	
2d)	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, <b>use vacation credits or time off in lieu of banked overtime</b> (if applicable).	Vacation during self isolation must be approved by manager based on operational requirements. Failure to obtain manager approval prior to travel outside of New Brunswick could result in discipline.

	Scenario	Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
2e)	<b>Employee contracts COVID-19 in the workplace</b>		<p><b>For the acute phase of the illness (typically three to four weeks):</b>  <b>Emergency, quarantine and/or other leave</b> 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.
2f)	<b>Employee contracts COVID-19 in the community</b>		<p><b>Available sick leave</b></p> <p>If employee exhausts sick leave credits, may use <b>vacation credits or time off in lieu of banked overtime</b> (if applicable).</p>	Employee who exhausts leave may take a leave without pay and apply for EI sick benefits if eligible.
<b>3.</b>	<b>Vulnerable Populations</b>			
3a)	<b>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</b>	Employee reports to workplace in accordance with usual work arrangement.	<b>N/A</b>	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)	<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</b>	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.	<b>Available sick leave</b>	Employee who exhausts leave may take a <b>leave without pay</b> and apply for EI sick benefits if eligible if no available sick leave
3c)	<b>Employee has household member who is part of a population segment vulnerable to COVID-19 as defined by the Public Health Agency of Canada</b>	Employee reports to workplace in accordance with usual work arrangement.	<b>N/A</b>	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.

## Application of Leaves Provisions

	Scenario	Alternate Arrangement/ Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
<b>4.</b>	<b>Out-of-Province Travel</b>			
4a)	<b>Employee travelled for non-work-related reasons before a new travel advisory was put in place and must self isolate upon return</b>	N/A	<b>Leave with pay</b>	Applies during 14-day isolation period only.
<b>5.</b>	<b>Right to Refuse</b>			
5a)	<b>Employee refuses to work after worksite has been deemed safe by WorkSafeNB</b>	N/A	<b>Leave without pay</b>	Continued refusal to work by employee may be considered insubordination and subject to disciplinary measures up to and including dismissal.

If you have questions, please contact your manager or [Human Resources Advisor](#)