

Pandemic Sick Leave/Short-Term Disability Policy

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| Department: | All Municipal Staff | Policy Number: | P03-1006-20 |
| Section: | Emergency Planning | Effective Date: | March 19, 2020 |
| Subject: | Pandemic Sick Leave/Short-Term Disability | Revised Date: | May 26, 2020 |
| Authority: | By-Law 2020-031, By-Law 2020-0XX | | |

1. Reference Policy

Non-Union Personal Policy (Sick Leave/Short Term Disability) – H00-2006-03

2. Modifications to Policy

Policy Statement

When a pandemic alert is declared by the World Health Organization (WHO) and it reaches Tier One, Two or Three Alert that will affect the Municipality, employees who are sick (or feel sick or self-screen themselves as likely to be sick, or show symptoms) are NOT to report to work. Employees will be paid according to the established Non-Union Personnel Policy (Sick Leave/Short Term Disability) – H00-2006-03, for each day of sickness/isolation until they have passed self-screening assessment tools necessary for a return to work or are cleared by a medical practitioner to return to work.

Employees must report all illness or sick days to their supervisor as soon as possible.

Please note that there is a two-tier modification in the policy. In a pandemic to limit strain on our Health System and limit the health exposure to our employees the following guidelines shall apply.

Medical Eligibility Requirements:

1. General Provision to both Tier One and Two

Self-isolation is covered provided **an employee or member of the public becomes a probable case and there are employees that may have had close contact or have been exposed in the course of their work duties that have been identified by the Health Unit to self-isolate.**

Tier One- (Tier One or Two Alert)

- a) A medical form from a duly recognized medical practitioner, stating that the employee is unable to perform his/her duties and indicating the probable duration of the illness, and, the expected date of return to work, will be required for any absence of more than the accepted guidelines for self-isolation. Failure to produce the required medical form within fifteen (15) calendar days of the last day of disability may result in the uncertified days of absence being charged as leave without pay.

Tier Two - (Tier Three Alert)

- a) A medical form from a duly recognized medical practitioner will not be required unless requested by the Chief Administrative Officer CAO, the employee must advise their supervisor/manager they are unable to perform his/her duties indicating the probable duration of the illness, and, the expected date of return to work.

Note: Reference to the CAO includes such other person(s) as the Municipality may designate if the CAO is unavailable or unable to act.