

Pandemic Sick Leave/Short-Term Disability Policy

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| Department: | All Municipal Employees | Policy Number: | P03-1006-20 |
| Section: | Emergency Planning | Effective Date: | March 19, 2020 |
| Subject: | Pandemic Sick Leave/Short-Term Disability | Revised Date: | June 9, 2020 May 11, 2021 |
| Authority: | By-Law 2020-031, By-Law 2020-068, By-Law 2021-XX | | |

1. Reference Policy

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

2. 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) are NOT to report to work.

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

Isolation – Covid Protocol:

1. Self-isolation *NOT* contracted at workplace (asymptomatic):

- a. If a full-time employee has been directed by the local health authority, or medical practitioner to self-isolate due to close contact exposure, the employee shall complete the following steps:

- i. Notify supervisor.
- ii. Contact Public Health for further direction.
- iii. Contact Human Resources to begin the Short-term Disability (STD) application process.
*All employees are being asked to begin the application at the time of self-isolation, to avoid any delays in the approval process. Submitting the application does not require employees to receive STD, until required.
- iv. Asymptomatic isolation period, the employee shall proceed with following options:
 - Continue working if your position allows you the ability to work from home.
 - If you are unable to work from home employees shall use in the following order:
 - Use any Sick/Personal days available.
 - Upon written request, employees may obtain approval to use any

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- Overtime hours available.
 - Upon written request, employees may obtain approval to use any vacation hours available.
 - v. If the asymptomatic employee changes to symptomatic, the employee shall:
 - Notify Supervisor and Human Resources of the change of their situation
 - Once the qualifying period has been met, the employee should begin to receive STD
 - If the employee has outstanding Sick Time and/or overtime, they may make a written request to their supervisor to utilize this time before receiving STD payments.
- 2. Self-isolation **NOT** contracted at workplace (symptomatic):**
- a. If a full-time employee cannot pass the Pre-Screening Health Declaration Form or has been directed by the local health authority, or medical practitioner to self-isolate due to COVID-19 symptoms, the employee shall complete the following steps:
 - i. Notify supervisor.
 - ii. Contact Public Health for further direction.
 - iii. Contact Human Resources to begin the Short-term Disability (STD) application process.
*All employees are being asked to begin the application at the time of self-isolation, to avoid any delays in the approval process. Submitting the application does not require the employee to receive STD, until required.
 - iv. Symptomatic Isolation period, the employee shall proceed with following options:
 - If healthy, continue working if your position allows you the ability to work from home.
 - Use three Sick/Personal days as part of the qualifying period.
 - The employee should begin to receive STD.
 - If the employee has outstanding Sick Time and/or Overtime, they may make a written request to their supervisor to utilize this time before receiving STD payments.
- 3. Self-isolation contracted at workplace:**
- a. If an employee 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, Brockton will continue to compensate the exposed employee as per their employment agreement. Those employees that can continue to work from home during self-isolation will be required to do so in accordance with the Alternate Work Location Policy P03-1008-20.

Return to Work

The municipality of Brockton will follow all Public Health guidelines and Short-Term Disability decisions regarding returning employees safely to work. If an employee requires accommodation in

order to return to work the Municipality of Brockton will follow Return to Work Procedure H10-0610-16.

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, may be required for any absence of more than the accepted guidelines for self-isolation. Failure to produce the required medical form may result in the uncertified days of absence being charged as leave without pay.