

RM OF REYNOLDS POLICY

Title: PANDEMIC LEAVE (Income Protection)

Policy No. 38

Purpose:

The purpose of this policy is to provide income protection in the event an employee is exposed to an illness identified by either the World Health Organization, Health Canada or the Chief Medical Officer of Manitoba as a “pandemic”.

Scope:

This policy applies to all full-time employees.

Definitions:

Pandemic	An illness that has been designated by the WHO, Health Canada or the Chief Medical Officer of Manitoba; such illness occurs over a wide geographic area and affects an exceptionally high proportion of the population
Health Links	A toll-free hotline staffed by trained registered nurses who provide health information and advice to callers; can be contacted at 1-888-315-9257
Self-Isolation	To avoid contact with the public by remaining in one’s home for the purpose of reducing the spread of illness
Quarantine	To avoid contact with household members while in self-isolation in an effort to reduce the spread of illness

Employees are expected and required to follow all protocols set out by the RM regarding COVID-19, and to take all reasonable precautions against the pandemic illness by following Manitoba Health guidelines regarding travel, social distancing, hand/cough hygiene, and other such measures. Employees who are ILL MUST REMAIN AT HOME.

Pandemic Leave

The RM will provide **a maximum of 10 (work) days paid leave** available to all **full-time, permanent** employees advised by Manitoba Health (Health Links) to “self-isolate” or “quarantine” due to possible, or confirmed exposure to COVID-19. Where Health Links advises the employee should be tested for COVID-19, that employee can access the Pandemic Leave

pending the return of their test results. **Note – exceptions to this paid leave are identified in the heading entitled “Travel”.*

Employees who have exhausted the 10-day Pandemic Leave could access available sick time. Should the individual not have available sick time credits, they could request to use available vacation credits or request an unpaid personal leave.

Sick Time Credits - *As per the employee Manual or By-law 15-2020*

An employee who is absent from work due to illness or quarantine shall be entitled to his/her regular basic pay to the extent that he/she has accumulated sick time credits.

Vacation Credits or Banked Overtime

An employee may request to use available vacation credits, or banked overtime credits to cover absences related to COVID-19. The request requires supervisory approval and must be made in writing.

Leaves of Absence - *As per the pertinent By-law*

An employee is required to make a written request to the Employer for a leave of absence. Such requests must specify the reason for the leave and will be considered on an individual basis.

An employee may also request a **personal unpaid leave** related to COVID-19 if they cannot work due to exposure/illness, have no pandemic leave credits or sick time credits available, and either do not have, or choose not to utilize vacation credits.

Employees can also request a personal unpaid leave if they are the primary caregiver to a dependant family member who is ill, and/or they must care for a child as a result of a school closure related to COVID-19.

These employees may be eligible for federal government benefits and would be encouraged to apply.

Travel

If an employee travels to a high-risk area, or any destination to which the Manitoba Government, or Manitoba Health authorities have advised against travel, whether international or otherwise they MUST;

- Notify their direct supervisor of their intention to travel.
- Upon return undergo a 14-day self-isolation period (and be symptom-free) before they can return to the workplace. For the period of self-isolation, the employee may request to use vacation time or banked time. If the employee does not have sufficient vacation or banked time the isolation time will be an unpaid leave. (pandemic and /or sick time credits cannot be used in this instance)
- Other arrangements may be made with the CAO such as work from home.

At the CAO's discretion, the office may be closed to the public from physical entry in order to protect employees
