



## **PANDEMIC LEAVE POLICY**

### **Human Resources Policy # 003**

#### **POLICY STATEMENT**

The Municipality of Boissevain-Morton is committed to providing income protection for its employees in a pandemic-related situation. The purpose of this policy is to provide income protection in the event that an employee is exposed to an illness identified by the World Health Organization (WHO), Health Canada, or the Chief Medical Officer of Manitoba as a pandemic.

#### **DEFINITIONS**

For the purpose of this policy, the definitions included are as follows:

**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. Health Links 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

#### **SCOPE**

This policy applies to all employees of the Municipality of Boissevain-Morton.

## **GUIDELINES AND PROCEDURES**

1. This benefit is available to all employees with at least 1 week of service.
2. Employees are expected to take all reasonable precautions against the pandemic illness and follow the Manitoba Health guidelines and orders regarding limiting travel, social distancing, and good hygiene. Employees are also expected to keep up to date on Manitoba Health guidelines and orders as they are subject to change.
3. Pandemic Leave time will be available up to a maximum of fourteen (14) days for any employee who has been advised by Health Links or a medical professional to self-isolate or quarantine due to possible or confirmed exposure to a pandemic illness, such as COVID-19.
4. Employees who are advised by Health Links or a medical professional to be tested for a pandemic illness will also be eligible to use Pandemic Leave until their test results are confirmed. Furthermore, Pandemic Leave will be available for any employee who receives positive test results for a pandemic-related illness, such as COVID-19.
5. Full-time employees shall be paid for any scheduled days that they are required to miss as a result of their advised self-isolation. In this case, the employee shall receive their regular rate of pay and as per their annual service base.
6. Part-time and casual staff shall be paid for any scheduled days that they are required to miss as a result of their self-isolation. In this case, the employee shall receive their regular rate of pay based on their regularly scheduled work hours.
7. In order to access this benefit, the employee must contact the CAO at the earliest opportunity to indicate that they will not be reporting for work as scheduled and the advice given to the employee from Health Links/the medical professional. This information will be kept confidential unless it is necessary to inform other employees that they will need to be tested as a result of their own exposure.
8. The CAO will contact the employee's supervisor with the information gathered and inform the Payroll Administrator of the authorization for the use of Pandemic Leave time.
9. In the case where an employee receives negative test results for a pandemic-related illness and misses additional work time, the employee shall subsequently use their sick leave benefits (if applicable) for the remainder of the time missed.
10. A medical certificate or report will typically not be requested for persons self-isolating. If the employee subsequently contracts the pandemic illness, they may require a medical certificate prior to returning to work.

11. Employees who have been laid off and subsequently have been advised by Health Links or a medical professional to self-isolate or quarantine due to possible or confirmed exposure to a pandemic illness will be entitled to Pandemic Leave as noted in this policy for a period of up to fourteen (14) calendar days following their last shift worked prior to the lay off.
  
12. In the case of any uncertainty or extenuating circumstances, any potential additional approval will be at the discretion of the CAO. If an employee has any additional questions or requires additional information regarding Pandemic Leave, they are to consult with the CAO.

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