

Louis Riel School Division Employee Leave Information

The Louis Riel School Division's expectation is that all staff will return to work for the start of the 2020-2021 school year. We recognize there may be situations that arise where a staff member may not be able to attend. This memo contains information on employee leaves due to the COVID-19 pandemic.

All employees must use the [online Shared Health COVID-19 Screening Tool](https://sharedhealthmb.ca/files/covid-19-staff-screening-tool.pdf) before entering the workplace each morning. All employees who are feeling unwell or display any cold- or flu-like symptoms should stay at home and also use the Screening Tool for further direction. [A printed version of the online tool can be found at https://sharedhealthmb.ca/files/covid-19-staff-screening-tool.pdf](https://sharedhealthmb.ca/files/covid-19-staff-screening-tool.pdf)

Depending on the symptoms related to the illness, the employee may be advised to contact Health Links or their health care provider and follow their directives.

In all situations, employees must advise and update their school administrator/supervisor. Questions about employee leave or leave requests can be directed to Jennifer Hume for Clerical. For all other employee groups including information on Family Leave as defined in Collective Agreements, questions should be directed to Lisa Aitken.

EMPLOYEE LEAVES:

1. An employee will be entitled to an unpaid leave of absence, if due to COVID-19 they cannot work for an extended period of time because they are providing primary care and support to a dependent family member. This also includes care or support of their child as a result of the closure of a school or premises where childcare is provided:
 - the employee is to submit their request for an unpaid leave in writing to Lisa Aitken or Jennifer Hume (Clerical) and copy their school administrator/supervisor.
 - The employee will provide information on the reason for the leave, start and end date, and reasonable verification of the necessity of their request for leave.
 - The employee may be eligible for federal government benefits.
2. If the employee is home because of an ill partner or unwell children:
 - Depending on the symptoms and situation related to the illness, the employee is to call Health Links and follow their directive.
 - Family Leave should be used as defined in the Collective Agreement and reported in AMS.
 - Complete a Leave Form for Family Leave with details and send to Lisa Aitken.
 - Pending the situation, leave without pay may be used for absences and reported in AMS.
3. If an employee is instructed to go into quarantine or to self-isolate by Public Health and/or Manitoba Health Links:
 - Sick days will be used for absences with illness recorded as the reason in AMS.
 - When all sick days have been used or if no sick days are available, the employee will be placed on an unpaid sick leave.
 - For unpaid sick leave, the employee may be eligible for federal government benefits.
 - Teachers only: If all eligible sick days have been used, teachers may be eligible for short-term

or long-term benefits.

4. If the employee is ill:

- The employee must stay at home.
- Use either the [online Shared Health COVID-19 Screening tool](https://sharedhealthmb.ca/files/covid-19-staff-screening-tool.pdf) or the printed PDF: <https://sharedhealthmb.ca/files/covid-19-staff-screening-tool.pdf>
- Depending on the symptoms related to the illness, the employee may be advised to contact Health Links or their health care provider and follow their directives.
- Sick days are to be used for absences, and illness reported in AMS.
- When all sick days have been used or if no sick days are available, employee will be placed on an unpaid sick leave.
- For unpaid sick leave, employee may be eligible for Federal Government Benefits.
- Teachers only: If all eligible sick days have been used, teachers may be eligible for short-term or long-term benefits.

5. If administrator/supervisor is concerned an employee is ill at work, or if an employee becomes ill at work:

- Administrator/supervisor will send the employee home, or the employee will notify their administrator and go home.
- Depending on the symptoms related to the illness, the employee is to use either the [online Shared Health COVID-19 Screening tool](https://sharedhealthmb.ca/files/covid-19-staff-screening-tool.pdf) or the printed PDF: <https://sharedhealthmb.ca/files/covid-19-staff-screening-tool.pdf> and follow the recommendations it provides.
- Sick days should be used for absences, and illness reported in AMS.
- When all sick days have been used or there are no sick days available, the employee will be placed on an unpaid sick leave.
- For unpaid sick leave, employee may be eligible for Federal Government Benefits.
- Teachers only: If all eligible sick days have been used, teachers may be eligible for short-term or long-term benefits.

6. If an employee travels to a high-risk area or to any destination to which the government or health authorities have advised against travel, whether international travel or otherwise, which is also deemed to be high-risk (*Note: travel destinations may be identified as high-risk prior to, during, or at the conclusion of travel*) for the transmission of COVID-19 will:

- Notify their direct supervisor of their intent to travel internationally, and
- Upon their return, will be required to undergo a 14- day self-isolation period before they can return to work or enter any school division property. The period of self-isolation will be unpaid.
- Depending on the circumstances, there may be other leaves under the collective agreement that can be accessed such as: discretionary leave; extra-curricular leave; vacation; family leave; and/or leave of absence without pay.

7. If due to COVID-19 an employee believes they cannot report to work because an immune-compromised family member resides in the same house:
 - The employee should contact their family member's medical physician for advice.
 - If the medical physician advises that the employee cannot attend work due to the health risk to their family member, the employee can request a family status accommodation which will require documentation.
 - Sick leave and/or an unpaid leave of absence may be approved for Family Status Leave.
 - All requests should be submitted in writing to Lisa Aitken or Jennifer Hume (Clerical) and copy their school administrator/supervisor.
 - The employee will provide information on the reason for the leave, start and end date, and reasonable verification of the necessity of their request for leave.
 - The employee may be eligible for federal government benefits.

8. If an employee refuses to work because they believe the workplace is unsafe as a result of COVID-19 they should follow Workplace Safety and Health (WSH) process for refusal to work due to health/safety concern. [Employee Right to Refusal Work Procedure](#) can be found within the employee portal in WSH or People Services.