

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>NON-TEACHING CASUAL EMPLOYEES: PAID ADMINISTRATIVE LEAVE FOR SELF-ISOLATION PERIOD AFTER WORK-RELATED EXPOSURE</b>	<b>GDG</b>

### I. POLICY

As a result of the COVID-19 global pandemic (“COVID-19 pandemic”), the Louis Riel School Division recognizes that there exists the possibility of exposure to COVID-19 in the workplace, including for casual non-teaching employees.

Recognizing the potential hardship that may be experienced by casual employees who are required to self-isolate following a possible exposure to COVID-19 in the workplace, the Division is prepared to offer the terms and conditions detailed in the **GUIDELINES** and **PROCEDURES** below.

### II. GUIDELINES

In the event that Manitoba Public Health or the Division informs a casual employee that the employee was possibly exposed to COVID-19 in the workplace and must self-isolate as a result, the following procedures shall apply.

### III. PROCEDURES

- A. The Division will assess whether the employee can be assigned to work from home, and may, in its sole discretion, assign the employee to work from home. Where this occurs, the employee will be paid for work performed.
- B. If the Division determines not to assign the employee to work from home, the employee shall be entitled up to ten (10) working days of paid administrative leave, for the fourteen (14) calendar days since the possible exposure, so long as the employee continues to self-isolate during that period. The administrative leave shall be paid at the rate the employee was earning on the employee’s last day of work for the Division prior to being directed to self-isolate.
- C. This paid administrative leave is not applicable to periods of required self-isolation due to personal travel, community exposure, being symptomatic and not being able to attend work, or becoming symptomatic while at work.
- D. The Division makes this Policy on a without precedent or prejudice basis.
- E. Unless it is ended earlier by the Division, this Policy expires on the final day (June 30, 2021) of the 2020-2021 school year.

<b>Adopted:</b>	January 5, 2021	<b>Legal References:</b>
<b>Revised:</b>		