

# Paid COVID-19 Leave FAQ

## 1. As a result of Bill 284 – Putting Workers First, who will be eligible to receive paid time off for COVID-19-related reasons due to community exposure?

ALL employees (including staff with casual status, regular part-time with less than 0.8FTE, or temporary contracts less than 18 months) who are directed by Occupational Health and/or Public Health to stay home and they can not work from home, will receive paid time off (Paid COVID-19 Leave) should the following criteria be met:

- The employee is under medical investigation, supervision, or treatment (i.e., receiving the COVID-19 vaccination and the treatment period) related to COVID-19, or
- The employee is acting in accordance with a public health order related to COVID-19;
- The employee is in quarantine or self-isolation, or is subject to a control measure which was implemented as a result of information or directions issued to the public by a public health official, qualified health practitioner, Telehealth Ontario, the Government of Ontario, the Government of Canada, or a municipal council or board of health; or
- The employee is providing care to a family member who is under individual medical investigation, supervision, or treatment (i.e., receiving the COVID-19 vaccination and the treatment period) related to COVID-19, or is in quarantine or self-isolation or is subject to a control measure due to COVID-19.

## 2. When is the Paid COVID-19 Leave benefit available for employees?

Employees must meet the criteria as outlined in question #1 and between April 19 and September 25, 2021, employees will be eligible to receive

- up to 3 days of Paid COVID-19 Leave for their regularly scheduled wages (excluding any premiums or overtime); and/or
- up to 7 additional days of Paid COVID-19 Leave for their regularly scheduled wages up to a maximum of \$200/day (excluding any premiums or overtime).

### 3. What options are available to employees who have fully accessed the Paid COVID-19 Leave benefits?

- Employees who are not eligible for additional paid time off may be eligible for EI.
- Employees who are eligible for paid time off may use sick leave, vacation, banked time, etc.
- Please refer to the [Workplace and Community Exposure Chart](#) below.

### 4. What if I missed work after April 19, 2021 and think I am eligible for Paid COVID-19 Leave?

Occupational Health will contact employees in these circumstances to determine the appropriate payroll code to be used for these days. Employees who believe they were eligible for the Paid COVID-19 Leave but were not contacted by Occupational Health by June 16, 2021 can email [occupationalhealth@hollandbloorview.ca](mailto:occupationalhealth@hollandbloorview.ca).

### 5. Can I apply a Paid COVID-19 Leave for days when I was not scheduled to work (e.g. I normally work Monday-Friday, but want to apply a Paid COVID-19 Leave to a Saturday when I got my vaccine)?

No. Paid COVID-19 Leaves will only be applied on days when you were scheduled to work and for the regularly scheduled wages (excluding any premiums or overtime).

<b>COVID-19 – Workplace and Community Exposure (When Paid COVID-19 Leave is not Available)</b>		
<b>Scenario</b>	<b>Employees with Sick Banks</b> (i.e. paid sick time off)	<b>Employees without Sick Banks</b> (i.e. receive pay in lieu of paid vacation, holidays, float days, health benefits, and sick time)
<b>1. Exposure outside of the workplace. Employee required to self-isolate as per Public Health and/or the direction of Occupational Health....</b>		
<b>(a) ...and employee has tested positive or is awaiting results from a symptomatic test for COVID-19 due to contact in the community.</b>	<ul style="list-style-type: none"> <li>Employee should work from home if able to do so. If not able to work at home, either because they feel unwell, or their position cannot be performed remotely, employee will be on short term leave (i.e. sick leave) and will have access to his or her sick bank accrual.</li> </ul>	<ul style="list-style-type: none"> <li>Employee should work from home if able to do so.</li> <li>If not able to work from home he/she may be eligible for EI Sickness and Disability. An ROE may be provided, as needed.</li> </ul>
<b>(b) ...is awaiting results from an asymptomatic test for COVID-19 due to contact in the community.</b>	<ul style="list-style-type: none"> <li>If symptoms develop, they should follow scenario #1(a).</li> <li>Employee should work from home if able to do so.</li> <li>If not able to work from home, he/she should use vacation, banked lieu or float time.</li> <li>If the employee's vacation, banked lieu or float time banks are exhausted, employee will take an unpaid leave of absence.</li> </ul>	<ul style="list-style-type: none"> <li>If symptoms develop, they should contact Occupational Health, get a symptomatic test, and follow scenario #1(a).</li> <li>Employee should work from home if able to do so.</li> <li>If not able to work from home he/she may be eligible for EI Sickness and Disability. An ROE may be provided, as needed.</li> </ul>
<b>(c) ...and employee is living with or has been in close contact with an individual that has tested positive for COVID-19.</b>	<ul style="list-style-type: none"> <li>Employee should not report to work and is required to self-isolate for 14 days.</li> <li>Employee must call Occupational Health for direction on when they can return to work.</li> <li>If symptoms develop, they should follow scenario #1(a).</li> <li>If they can work from home, they should.</li> <li>If not able to work from home employees should use vacation, banked lieu or float time.</li> <li>If the employee's vacation, banked lieu or float time banks are exhausted, employee will take an unpaid leave of absence.</li> </ul>	<ul style="list-style-type: none"> <li>Employee should not report to work and is required to self-isolate for 14 days. Call Occupational Health for direction on when they can return to work.</li> <li>If symptoms develop, they should contact Occupational Health, get a symptomatic test, and follow scenario #1(a).</li> <li>If they can work from home, they should.</li> <li>If not able to work from home he/she will on an unpaid leave of absence.</li> </ul>

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<b>Scenario</b>	<b>Employees with Sick Banks</b> (i.e. paid sick time off)	<b>Employees without Sick Banks</b> (i.e. receive pay in lieu of paid vacation, holidays, float days, health benefits, and sick time)
<b>2. Possible exposure at work...</b>		
<b>(a) ...and employee has been directed by Occupational Health to self-isolate for 14 days and monitor for symptoms...</b>	<ul style="list-style-type: none"> <li>• If they can, they should work from home.</li> <li>• If not instructed to get a COVID-19 test, employee will be paid their guaranteed hours/scheduled shifts during this time.</li> <li>• If instructed to get a COVID-19 test and/or if symptoms develop, employee should get a COVID-19 test, and follow-up with Occupational Health for further direction.</li> <li>• Once test results confirmed:               <ul style="list-style-type: none"> <li>○ If negative, employee may return to work once the 14-day isolation period is over and clearance to return to work has been provided by Occupational Health.</li> <li>○ If positive, Holland Bloorview will submit a claim to WSIB. A member of the Occupational Health team will support employee through this process</li> </ul> </li> </ul>	