



COVID-19

CORONAVIRUS UPDATE

March 17, 2020

COVID-19 update

What's new?

Throughout BC, the focus remains slowing the course of the COVID-19 pandemic. New public health measures to keep our communities and health care settings safer are rapidly evolving.

The information below provides an update for leaders on cancelling pre-approved leaves.

Cancelling leaves

Health authorities and PHC will allow all staff to cancel all pre-approved leaves scheduled in the next sixty (60) days, including vacation, union leaves, banked overtime leaves, etc., effective Friday, March 13, 2020.

Requests to cancel leaves will not require manager/HR approval. This means that managers will not need to approve employee requests to cancel previously approved planned leaves and will not need to consult with their HR Advisor. Though there is no need for manager approval, employees are required through the process below to ensure their leaders know that their leaves are being cancelled.

To cancel an approved leave scheduled in the next sixty (60) days, please follow the process below:

- Staff must complete the [Scheduling Change Request Form](#) and submit it to their manager.
- Managers will then directly inform their staffing clerk of the cancellation (i.e., no need to engage HR in the process).
- Cancellations will be permitted even when a unit has scheduled other staff to replace the employee on leave.
- All Nurses' Bargaining Association (NBA) & part-time Health Science Professionals Bargaining Association (HSPBA) employees who are scheduled to provide back-fill may be re-deployed; their shifts will not be cancelled.
- Requests to cancel leaves of absence outside this period should continue to be submitted using the [Approved Leave or Vacation Change Request Process](#).

Questions?

If you have questions or concerns, please email COVID-19@providencehealth.bc.ca.

Information and resource links:

PHC has launched a website for staff, medical staff, and researchers to address concerns, questions, protocols and guidelines around sick-leave and compensation-in-lieu for COVID-19. [Click](#)

[here](#) to view the website. This website will be updated daily and is accessible from work and home on your mobile or desktop devices.