

Leave options for staff

What if my child is sent home from school for being sick or showing symptoms of COVID-19, and/or tests positive for COVID-19?

Please ensure you are following the K-12 Public Health Guidelines as necessary. If your child has symptoms, follow the guidance from Public Health for testing. You are not required to stay home and quarantine unless you are directed to do so by Public Health; staff can continue to self-monitor and come to work as long as they are asymptomatic. If you get symptoms, you must self-isolate.

BCCDC advises that if you live in the same household as someone with respiratory symptoms, to do whatever you can to distance yourself from the symptomatic individual (stay in separate rooms, sleep in separate beds, use separate bathrooms, etc.). We recognize this may not be possible for parents with young children who require their care.

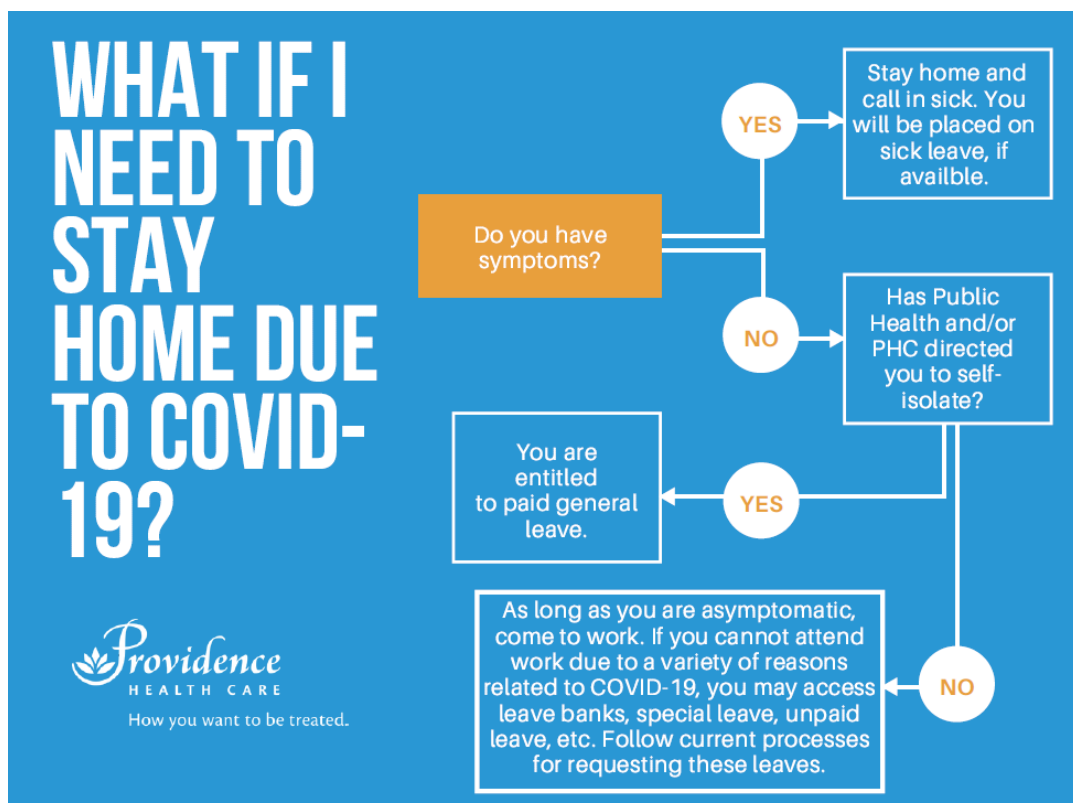
Staff who are asymptomatic, but need to stay home to care for a sick child may access a variety of different leave options depending on their collective agreement and work situation. The different leave options available to PHC staff are outlined below.

Please note: in these situations employees are not entitled to sick leave or paid general leave.

What if I get sick while caring for my sick child?

While you remain sick, you are required to stay home from work and follow the normal process for calling in sick. Where a sick bank is available to you, you will be placed on paid sick leave.

If you are diagnosed with COVID-19, you must remain off work. Your absence will be managed by Occupational Health & Safety in accordance with guidance from Public Health to determine when you can safely return to work.



Collective Agreement Leave options

Collective Agreement Options	Nurses Bargaining Association (NBA)	Health Science Professionals (HSP)	Facilities Bargaining Association (FBA)
Banked Vacation Time	Article 45	Article 23	Article 28

You may request from your leader the option to utilize banked vacation time during the time in which you must be at home with a sick child or dependant. You are required to follow proper process and complete the [Scheduling Change Request Form](#) found on PHC Connect.

Collective Agreement Options	Nurses Bargaining Association (NBA)	Health Science Professionals (HSP)	Facilities Bargaining Association (FBA)
Banked Overtime	Article 27.04	Article 25.01	Article 21.05

Similar to vacation time, banked overtime is another form of paid leave which, if you have available, is an option you may request to use if you are required to stay home with your child or dependant. You are required to follow proper process and complete the [Scheduling Change Request Form](#) found on PHC Connect.

Collective Agreement Options	Nurses Bargaining Association (NBA)	Health Science Professionals (HSP)	Facilities Bargaining Association (FBA)
Special Leave	Article 43.01(B)(3) Article 43.01(B)(4)	Article 20.02(c)	Article 30.01(3)

Special leave may be available depending on the applicable language of the employee's collective agreement and their individual circumstance. PHC will consider the criteria for eligibility for special leave under the relevant collective agreement. You may request special leave using the applicable [collective agreement forms](#) found on PHC Connect.

Collective Agreement Options	Nurses Bargaining Association (NBA)	Health Science Professionals (HSP)	Facilities Bargaining Association (FBA)
Voluntary Shift Exchange	Article 25.09	Article 27.03	Article 19.01(E)

Where applicable, you may wish to utilize a shift swap for dates you are not available to work due to child care needs. This process is strictly voluntary and requires the employee to submit the appropriate information and form for processing. You are required to follow proper process and complete the [Shift Swap Request Form](#) found on PHC Connect.

Collective Agreement Options	Nurses Bargaining Association (NBA)	Health Science Professionals (HSP)	Facilities Bargaining Association (FBA)
Unpaid leave	Article 37.01	Article 22	Article 34
For the purposes of COVID-19 specific unpaid leaves, PHC will reference the COVID-19 (C-19) leave available to staff in the Employment Standards Act that includes additional requirements than what is found in the collective agreement articles listed above.			

[COVID-19 Leave under the Employment Standards Act](#)

Regular staff can take an unpaid, job-protected leave related to COVID-19 if they are unable to work for a variety of reasons that includes the need to provide care to their minor child. In these cases, PHC must grant the leave and ensure that all employees on a C-19 leave continue to receive benefit entitlements under their respective collective agreement.

Employees are entitled to stay on C-19 leave for as long as the circumstances giving rise to the leave continue to apply. Once the employee is cleared to return to work, the employer can require the employee to come back to work.

Any employee may use other paid leaves prior to being placed on C-19 leave. For example, if an employee is unable to work due to caring for a child who cannot attend school due to COVID-19, the employee would be entitled (but is not required) to exhaust paid leave banks and then go on unpaid C-19 leave.

For more information on the different types of financial support programs available through the governments of Canada and British Columbia, visit the [Financial Support section of the COVID website](#).

Collective Agreement Options	Nurses Bargaining Association (NBA)	Health Science Professionals (HSP)	Facilities Bargaining Association (FBA)
Sick leave	Article 42.03	Article 19.04	Article 31.03

Paid sick leave is only available to staff when they are sick and have a sick leave bank. This means that employees who are unable to attend work because they need to care for their child or dependent may not access paid sick leave. If paid leaves such as vacation, banked overtime and special leave (where applicable) are not available, then the employee will be placed on an unpaid leave of absence (C-19 leave) as described above.

If you are sick, you are required to stay home from work and follow the normal process for calling in sick. Where a sick bank is available to you, you will be placed on paid sick leave.

Collective Agreement Options	Nurses Bargaining Association (NBA)	Health Science Professionals (HSP)	Facilities Bargaining Association (FBA)
Personal Days	Article 43.02	N/A	N/A

This option is only available to members of the Nurses Bargaining Association. Where applicable, you may request from your leader the option to utilize any available personal day(s) during the time in which you must be at home with your sick child. You are required to follow proper process and complete the [Scheduling Change Request Form](#) found on PHC Connect.

Additional considerations outside of the collective agreements

If you have any questions about how the below options may apply to you, please connect with your leader/manager. In addition, please check the [COVID-19 staff website](#) as we will continue to address FAQs as they arise and provide updated information if/when situations change.

Work from home (WFH) arrangements

Working from home may be an option for asymptomatic staff who need to be home to care for their child or dependent. Staff should discuss if WFH is possible with their manager/leader who will need to approve this option based on several considerations including the work being performed; WFH is not always a feasible option.

Paid General Leave

Asymptomatic employees who are directed by Public Health or the employer to self-isolate due to possible COVID-19 exposure are entitled to paid general leave. To qualify for paid general leave in these situations, the direction to self-isolate from Public Health must be directed at the employee, and not the child or other family member or person residing with the employee. If a member of the employee's household is directed to self-isolate, employees may utilize the applicable options outlined above.