



**Guidelines for Managing COVID-19 Related Absences effective May 1, 2020:
Revised May 5, 2020**

Scenario 1 – Self-Isolation:

When to use: If Employee has travelled outside Ontario in the past 14 calendar days; or exposed to individual(s) with COVID symptoms in the past 14 calendar days and job is not suited to working at home.

Process:

- Employee submits Employee Absence Self Declaration form to HR at vic.hr@utoronto.ca , CC'ing manager.
- Paid regular salary/wages under SickCOVID special pay for 14 calendar days; this time will not be taken from an employee's sick day bank. Manager enters SickCOVID code into Dayforce for the period of absence from the work place due to self-isolation.
- If employee develops COVID symptoms and feels unwell, their leave may be extended by submitting a new Self Declaration form to HR, indicating "Sick" under *Absence Type* (follow instructions for scenario 2)

Scenario 2 - Sick:

When to use: if experiencing COVID or flu-like symptoms

Process:

- Employee submits Employee Absence Self Declaration form to HR at vic.hr@utoronto.ca , CC'ing manager.
- Employees with paid sick time, as noted in their collective agreements or employment policies, will use paid sick leave if they become sick, following Short-Term Disability (STD) workflows.
- For USW employees:
 - Employees are paid by first using 3 days of accumulated sick days, followed by STD pay, which covers 85% of their regular pay; and is topped-up to full pay by drawing down accumulated sick days (15%).
 - Manager enters 'Sick' code into Dayforce for the first 3 working days of absence for regular hours; On the 4th working day of the absence and going forward, enter 'STDCOVID' code for 85% of regular hours and enter 'Sick' code for 15% of regular hours.
- If an extension is required based on advice received from a health practitioner, employee is to provide a new Self Declaration form with the anticipated return to work date.
- Employees who have exhausted short-term disability leave or employees who do not have a policy for sick leave may be entitled to an unpaid leave of absence.

Scenario 3 - Immunocompromised:

When to use: if the employee or someone in their household is immunocompromised (weakened immune system, over the age of 70)

Process:

- Submit Employee Absence Self Declaration form to HR at vic.hr@utoronto.ca , CC'ing manager.
- Employees with paid sick time, as noted in their collective agreements or employment policies, will use paid sick leave if they become sick, following Short-Term Disability (STD) workflows.
- For USW employees:
 - Employees are paid by first using 3 days of accumulated sick days, followed by STD pay, which covers 85% of their regular pay; and is topped-up to full pay by drawing down accumulated sick days (15%).
 - Manager enters 'Sick' code into Dayforce for the first 3 working days of absence for regular hours; On the 4th working day of the absence and going forward, enter 'STDCOVID' code for 85% of regular hours and enter 'Sick' code for 15% of regular hours.
- Employees who have exhausted short-term disability leave or employees who do not have a policy for sick leave may be entitled to an unpaid leave of absence.

Scenario 4 - Childcare:

When to use: if household is affected by school and daycare closures and job is not suited for working remotely

Process:

- Submit Employee Absence Self Declaration form to HR at vic.hr@utoronto.ca , CC'ing manager
- Flexibility with schedules, personal days and vacation days should be managed accordingly
- Managers should continue to exercise flexibility for employees who are working remotely and have childcare responsibilities