

FREQUENTLY ASKED QUESTIONS

Important COVID-19 Update as of January, 2021: Other Leave with Pay (699)

Please note that these are the guidelines and policies that Employers have implemented RE 699 Other Leave with Pay. The PSAC has filed two Policy Grievances and will be filing a human rights complaint with the Canadian Human Rights Commission. The following questions are only to help clarify how Employers are implementing 699 Other Leave with Pay.

Will I be eligible for Code 699 if I am experiencing symptoms associated with COVID-19?

- Yes, Other Leave with Pay (code 699) may be used for hours not worked when employees are experiencing COVID-19-like symptoms and are awaiting testing and/or are required to self-isolate, as instructed by Public Health or a medical practitioner.
- When an employee is no longer experiencing symptoms and has received a negative test result or is considered as being no longer contagious, this leave code will no longer apply.

What if I am experiencing symptoms of COVID 19 but I am well enough to work?

- If you are well enough to continue working and can work remotely, alternative arrangements can be discussed with the manager. In this instance the employee will receive his/her regular pay.

What if I received a positive test result and am diagnosed with COVID-19?

- If you are diagnosed with COVID-19 and are too ill to work remotely, payment will be drawn from your sick leave bank. Sick leave will be managed from within existing provisions in your collective agreement or terms and conditions of employment.

What if I received a positive test result and do not have a positive balance in my sick leave bank?

- Employees with insufficient sick leave banks may be provided access to Other Leave with Pay (code 699) for the period they are infectious.

What if I need to take some time off to care of a family member who is diagnosed with COVID-19?

- Employees who cannot attend work due to caregiver responsibilities are expected to use family-related leave, vacation leave or other available banks.
- Employees who have exhausted all their leave entitlements under their applicable collective agreement or terms and conditions of employment may be approved to access Other Leave with Pay (code 699).

Will I need to provide proof of having caregiver responsibilities?

- Prior to approving this caregiver leave or leave due to family status, managers may require documentation to support the request.
- It is important to note that employees who choose to keep their child(ren) at home and away from school or available daycare based on preference or their level of comfort, are expected to use flexible work arrangements or access other leaves (with or without pay) that are available to them.

Am I eligible for payment under Code 699 if my child is required to self-isolate or is diagnosed with COVID-19?

- If you must stay with a child who is required to self-isolate:
 - you will be asked to consider options for alternate childcare arrangements or flexible work arrangements; and
 - you may also be required to access other paid leave, available under your collective agreement or as set out in the provisions of your terms and conditions of employment. (n.b. Access to leave provisions will be considered in accordance with the established criteria set out in the applicable collective agreement or terms and conditions of employment.)