

COVID-19 EMPLOYEE COMPENSATION AND LEAVE FAQ

For Permanent Employees

1. What if I have symptoms consistent with COVID-19?

Complete the [COVID-19 Self-Assessment](#) online right away. Based on the outcome of this assessment you may be directed to self-isolate and contact Health Link 811 for further instructions about testing if required.

2. What if I need to self-isolate based on Alberta Health Services (AHS) recommendations (whether or not I have symptoms)?

Complete the [COVID-19 Self-Assessment](#) online right away. Based on the outcome of this assessment you may be directed to self-isolate and contact Health Link 811 for further instructions about testing, if required. If you are advised by AHS through this assessment process to self-isolate, immediately inform your supervisor and they will work with you to make work from home arrangements if appropriate. If these arrangements are not possible, and if you are self-isolating in accordance with AHS protocols, you will be granted leave with pay during the AHS prescribed self-isolation period. In short:

- If you are not experiencing symptoms but have a recommendation to self-isolate, code IWP (if you cannot work from home) or TWH (if you are working from home). AHS advises that those without symptoms should self-isolate for 14 calendar days.
- Code QWP if you are self-isolating because you are experiencing symptoms. AHS advises that those with symptoms should self-isolate for a minimum of 10 calendar days or until symptoms resolve, whichever is longer. You will be paid by the City for the duration of your illness. Your supervisor will be able to approve time for any regular work days missed for a period of up to 10 calendar days (coded as QWP) before an STD application form is required.

These are new leave program codes specific to COVID-19.

3. What if I need to be home to care for a dependent child (e.g. under the age of 12) due to school or childcare closure?

The City will try to be flexible while parents make childcare arrangements. If you are an employee with dependent children who are unable to care for themselves (e.g. children under the age of 12), and you are not currently working from home and cannot work from home, we ask that you explore alternate hours of

work with your supervisor if that helps the situation. If alternative arrangements cannot be made, the City will approve regularly scheduled hours with pay over a period of up to five consecutive days (code LWP). Over the coming weeks, supervisors will work with employees who are experiencing continued challenges resulting from these closures.

If a dependent child or family member is sick with COVID-19 and requires care, you may need to self-isolate in accordance with AHS direction (see question 2).

4. What if I prefer to work from home because I am concerned about contracting illness from others?

The City is taking a proactive approach on working from home, to help prevent the spread of the virus. Specifically, anyone who can reasonably and appropriately conduct their work from home will be strongly encouraged to do so in consultation with their supervisor. Please refer to the [Work from Home FAQ](#).

5. My work has been impacted by the City's COVID response. Can I bank my EDOs?

During this stressful time, we recommend that you take advantage of your EDOs to do what you enjoy and what makes you well. It provides you the ability to “unplug” from work, even when working from home. At this time, EDOs should not be cancelled or banked unless there is supervisor approval due to an operational requirement. Any banking of EDOs approved by supervisors must align with the terms of the appropriate Collective Agreement. This direction may be reviewed as we move through this constantly changing environment.

6. For employees who are in positions where the nature of work is such that they are unable to work from home:

Consistent with Alberta Health Services' assessment, employees are asked to continue attending work and to practice physical distancing and other preventative measures such as hand hygiene. If you remain concerned and you do not have any known COVID-19 risk factors, subject to discussion and approval from your supervisor, you may use banked or vacation time. If you are out of vacation or banked time, you may take leave without pay, subject to approval and discussion with your supervisor.

7. Will these absences count as a sick time “incident”?

No. None of the absences related to COVID-19 will contribute to the record of sick time incidents for an employee.

8. What happens if my facility or service has been reduced or shut down?

If your services are deemed necessary to maintain the operations during this temporary shutdown, your supervisor will be in contact with you and provide you with information regarding where and when to report to work. City Administration will continue to assess when facilities can be reopened and will update impacted employees.

If your services are not deemed necessary to maintain the closed facility or service, we will work to find redeployment options for you. For those who have yet to receive a redeployment position, you will be placed onto a leave with pay (coded IWP) for at least 14 calendar days. During this leave with pay, you need to be available for work. If you participate in the City's benefit plans you will continue to be able to access your benefits.

9. What happens if vacation has been scheduled but staff cannot travel?

Some areas, such as transit, sign up for vacation for the year and although travel plans have been cancelled, the employee would not be able to move their scheduled vacation time. Other areas will have backfilled the scheduled vacation time, which might mean the employee needs to take their vacation time as planned. Other areas may be able to accommodate the cancellation of vacation time and permit the employee to schedule vacation at a later time. Requests to move scheduled vacation time are subject to operational requirements and subject to supervisory approval. Supervisors are encouraged to be flexible where they can be.

10. What happens for staff with excess vacation?

Plans to utilize excess vacation time before the end of the year shall continue to be put into place. Work with your supervisor to agree on a vacation usage plan.

11. Can vacation be revoked for operational need (eg. business area short on healthy workers)?

CUPE 30 has a lengthy notice requirement (article 8.02.07) to revoke vacation for operational reasons. Supervisors could request CUPE 30 employees to volunteer to cancel their vacation. Other collective agreements are silent on this topic. Where an area faces an emergent need for additional resources, it is recommended that employees off (or about to go off) on vacation be approached to determine if they are willing to voluntarily come in to work and schedule their remaining vacation credits at a later date.

For Temporary and Provisional (Non-Permanent) Employees

1. What if I have symptoms consistent with COVID-19?

Complete the [COVID-19 Self-Assessment](#) online right away. Based on the outcome of this assessment you may be directed to self-isolate and contact Health Link 811 for further instructions about testing if required. Contact your supervisor as soon as you are able to update them on your situation.

2. What if I need to self-isolate based on AHS recommendations (whether or not I have symptoms)?

Complete the [COVID-19 Self-Assessment](#) online right away. Based on the outcome of this assessment you may be directed to self-isolate and contact Health Link 811 for further instructions about testing, if required. If you are advised by AHS through this assessment process to self-isolate, immediately inform your supervisor and they will work with you to make work from home arrangements. If these arrangements are not possible, and if you are self-isolating in accordance with AHS protocols, a leave of absence with pay will be approved for regularly scheduled hours during the AHS prescribed self-isolation period. In short:

- If you are not experiencing symptoms but have a recommendation to self-isolate, code IWP (if you cannot work from home) or TWH (if you are working from home). AHS advises that those without symptoms should self-isolate for 14 calendar days.
- Code QWP if you are self-isolating because you are experiencing symptoms. AHS advises that those with symptoms should self-isolate for a minimum of 10 calendar days or until symptoms resolve, whichever is longer. You will be paid 100% of your rate of pay for regularly scheduled hours from the City for non-permanent employees—Limited Sick and Supplementary Income Replacement (SIR)—for the duration of your illness. This is an enhancement to the sick benefit plan that will apply to COVID-19 illness. Your supervisor will be able to approve time for any regular work days missed for a period of up to 10 calendar days (coded as QWP) before a SIR application form is required.

3. What if I need to be home to care for a dependent child (e.g. under the age of 12) due to school or childcare closure?

The City will try to be flexible while parents make childcare arrangements. If you are an employee with dependent children who are unable to care for themselves (e.g. children under the age of 12), and you are not currently working from home and cannot work from home, we ask that you explore alternate hours of work with your supervisor if that helps the situation. If alternative arrangements cannot be made, the City will approve regularly scheduled hours with pay over a period of up to five consecutive days (code LWP). Over the coming week, we will look for options to assist employees experiencing this challenge.

If a dependent child or family member is sick with COVID and requires care, you may need to self-isolate in accordance with AHS direction (see question 2).

4. What if I prefer to work from home because I am concerned about contracting illness from others?

The City is taking a proactive approach on working from home, to help prevent the spread of the virus. Specifically, anyone who can reasonably and appropriately conduct their work from home will be strongly encouraged to do so in consultation with their supervisor. Please refer to the [Work from Home FAQ](#).

5. Will these absences count as sick time “incidents”?

No. None of the absences referenced in this FAQ will contribute to the record of sick time incidents for an employee.

6. Will taking time off impact my recall status?

No. Absences referenced in this FAQ will not impact any eligibility to be recalled.

7. What happens if my facility or service has been reduced or shut down?

If your services are deemed necessary to maintain the operations during this temporary shutdown, your supervisor will be in contact with you to provide you with information regarding where and when to report to work.

If your services are not deemed necessary to maintain the closed facility or service, we will work to find redeployment options for you. For those who have yet to receive a redeployment position, you will be placed onto a leave with pay (coded IWP) for at least 14 calendar days. During this leave with pay, you need to be available for work. Provisional and temporary employees will be paid for their scheduled hours of work. Eligible provisional employees will also be able to access their benefits.

Additional Information For Supervisors

The COVID-19 pay codes listed below are currently available for PeopleSoft users. We anticipate that these pay codes will be available within the various operational systems (ie SAP, ETDS, M5) that transfer pay data to PeopleSoft shortly. Until the codes are created within these systems, please use the appropriate leave and sick earnings code and email the Employee Service Centre at employeeservicecentre@edmonton.ca with the details of the dates that should be one of the codes below.

1. What timecodes should I be instructing staff to use?

a. Employee has been diagnosed with COVID-19 or under government-directed quarantine (eg. in Trenton, Ont)

- i. Use **QWP**: COVID-19 Leave (paid 100% wages)
- ii. Eligibility: Permanent, Provisional and Temporary employees

b. Self-isolation recommended by AHS and showing symptoms or not showing symptoms without a diagnosis and unable to work from home

- i. Use **IWP**: COVID-19 Self Isolation With Pay (paid 100% wages):
 - 1. if recommended to self isolate for a reason other than experiencing symptoms.
 - 2. To be used when an employee has been directed to self-isolate as per AHS recommendations due to potential exposure to COVID-19 for themselves or a dependent family member AND this employee is unable to work from home.
 - 3. To be used when an employee has been directed to remain at home with pay due to a reduction in services (ie. closure of facility or work area due to COVID-19).
- ii. Use **QWP**: if self isolating due to experiencing symptoms.

Eligibility: Permanent, Provisional and Temporary employees

c. Self-isolation recommended by AHS and employee has been approved to work from home

Use **TWH**: COVID-19 Temporary Work From Home with Pay (paid 100% wages)

- i. To be used when an employee has been directed to self isolate as per AHS recommendations due to potential exposure to COVID-19 for themselves or a dependent family member AND this employee is able to work from home.
- ii. To be used when City work location is shut down but suitable arrangements have been made (through employee's supervisor) to work from home.

Eligibility: All status of employees

2. What should I do if an employee is requesting leave or accommodation relating to COVID-19?

The following table outlines how supervisors should respond to employees requesting leave or accommodation in different situations. Please be advised that this direction is based on the current state; as the situation evolves, the direction may change. Any updates to this information will be communicated to employees.

Situation in which employee is requesting leave and/or accommodation	Direction to Supervisors
Employee has been diagnosed with COVID-19	Use pay code QWP.
Employee is under a government-directed quarantine	<p>Use pay code QWP at this time. Individual cases will be managed to determine continued eligibility for leave with pay during the quarantine period.</p> <p>Employees are strongly encouraged to follow the Government of Canada's travel advisories. Failure to follow travel advisories may render an employee ineligible for leave with pay if quarantined outside of Canada.</p>
Employee is self-isolating in accordance with AHS protocols - may be showing symptoms or not showing symptoms (no COVID-19 diagnosis)	<p>If self-isolating due to symptoms - code QWP.</p> <p>If self-isolating and not experiencing symptoms: The supervisor should review whether work from home arrangements can be provided.</p> <p>If yes - code TWH while the employee is self-isolating and working from home.</p> <p>If working from home is NOT possible, code IWP. Employees will be granted leave with pay during the AHS prescribed self-isolation period (up to 14 calendar days at regular hours of work).</p>
Employees with known COVID-19 risk factors such as high blood pressure, heart disease, lung disease, cancer, diabetes or 60+ years of age.	<p>The supervisor should review whether a work condition puts the employee at risk, and if so, alternative work and/or work from home arrangements can be provided.</p> <p>If alternate arrangements are not feasible, the supervisor may approve the use of vacation and/or banked time. Use of vacation/bank time should be denied only in exceptional cases (consult with Labour Relations Consultant).</p> <p>If the employee does not have vacation and/or banked time, the supervisor may approve leave without pay, subject to operational requirements.</p>
Employee is requesting leave and/or alternate arrangements for family purposes (i.e. caring for dependents)	Generally, the supervisor should review whether short-term alternative work and/or work from home arrangements can be provided. Alternative work arrangements could include amending hours of work.

	<p>If the employee can work from home, code TWH.</p> <p>If alternate arrangements are not feasible, leave may be approved in accordance with the following:</p> <p><u>Lack of child care</u> Employees may use up to 5 consecutive days of leave with pay (coded as LWP) to find alternative options. After which, employees may use vacation, banked time, or leave without pay.</p> <p><u>Sick dependent child / family member (non-COVID)</u> Employees may use vacation, banked time, or leave without pay.</p> <p><u>Sick dependent child / family member with COVID symptoms and requires care</u> If the employee meets the criteria for self-isolation, code IWP for up to 14 calendar days at regular hours. Beyond the 14 days, employees may use vacation, banked time, or leave without pay.</p> <p><u>Additional sick dependent child / family member with COVID symptoms and requires care</u> If the employee has already gone through a self-isolation period, and an additional family member requires care, and the employee again meets the criteria for self-isolation, they may access IWP leave for up to 14 calendar days as directed by AHS.</p>
<p>All other cases of employees requesting leave</p>	<p>The supervisor should review whether alternative work and/or work from home arrangements can be provided.</p> <p>If alternate arrangements are not feasible, the supervisor may approve the use of vacation and/or banked time, subject to operational requirements.</p> <p>If the employee does not have vacation and/or banked time, the supervisor may approve leave without pay , subject to operational requirements.</p>
<p>Temporary closure of City facilities and/or services</p>	<p>Employees that are deemed necessary to maintain operations during the closure, and employees that have been assigned alternate duties, should continue coming in to work, as directed by their supervisor.</p> <p>Alternative work assignment opportunities will be sought for those employees whose work is not deemed necessary. At this time, employees will be put on paid leave (code IWP). If alternative work has not been found, you must remain available to be assigned and to commence an alternate work assignment should one become available. Further information will be provided if facilities and/or services remain closed.</p>