

STAFF MEMO

COVID-19 Related Paid Time-Off Protocol

PROTOCOL

The Algoma NPLC is **TEMPORARILY** offering COVID-19 related paid time-off. A Total of 10 days will be added to employee's paid time-off allotment. Important note, the regular sick day allotment must be depleted in order to have access to the covid related time-off allotment. Supporting documentation may be required at The Executive Director's discretion (cf. Sick Day Policy). The additional eligibility conditions are as follow:

1. An employee with a sick child is unable to secure childcare as a result of COVID-19 related restrictions and is unable to work from home
2. An employee's household member is diagnosed with COVID-19 and the employee is unable to work from home.
3. An employee is tested positive for COVID-19 or is considered high risk contact and is unable to work from home.
4. An employee is experiencing COVID-19 symptoms requiring isolation and is unable to work from home.

Working from home is going to be strongly encouraged and supported for all 4 scenarios. This protocol will be obsolete once the COVID-19 pandemic has been successfully managed and the restrictions have been lifted. This protocol will be reviewed in 6 months

REVIEWS:	
Date: _____	Signature: _____
Date: _____	Signature: _____