

COVID-19 EMPLOYEE COMPENSATION AND LEAVE FAQs

For Permanent Employees

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

[Check](#) with 811 first for instructions. They will advise what next steps should be taken. Contact your supervisor as soon as you are able to update them on your situation.

2. What if I test positive for COVID-19?

If you have COVID-19 do not attend work. You will be paid from the City's Short Term Disability plan for the duration of your illness. Your supervisor will be able to approve up to 10 days of sick pay (coded as QWP) before a STD application form is required.

3. What if I think I should self-isolate based on Alberta Health Services (AHS) recommendations (whether or not I have symptoms)?

[Check](#) with 811 first for instructions. If you are advised from AHS through 811 that you should self-isolate, provide that advice to your supervisor and the City 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, you will be granted leave with pay during the AHS prescribed self-isolation period. This is a new leave program specific to COVID-19.

4. What if I need to be home to care for someone due to a school or child care closure?

The first step is to consult with your supervisor on alternate hours of work. The second step is to explore working from home if possible, until alternative care for your dependant can be set up. If alternative arrangements can't be made, your supervisor can authorize up to 5 consecutive work days' leave with pay (code LWP), after which point vacation, banked time, or leave without pay may be used to provide a reasonable period of time for you to secure alternate care arrangements.

5. What if I prefer to work from home because I'm concerned about contracting illness from others?

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

Approval to work from home will be reviewed frequently and will be in alignment with the Work from Home provisions.

6. 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.

For Non-Permanent Employees

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

[Check](#) with 811 first for instructions. They will advise what next steps should be taken. Contact your supervisor as soon as you are able to update them on your situation.

8. What if I test positive for COVID-19?

If you have COVID-19 do not attend work. You will be paid 100% of your rate of pay for regularly scheduled hours from the City's sick plan for non-permanent employees (Limited Sick and Supplementary Income Replacement) 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 up to 10 days of sick pay (coded as QWP) before a SIR application form is required.

9. What if I think I should self-isolate based on Alberta Health Services (AHS) recommendations (whether or not I have symptoms)?

If you are advised from AHS through 811 that you should self-isolate, provide that advice to your supervisor and the City 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 (supervisors will use code IWP).

10. What if I need to work from home to care for someone due to a school or facility closure?

Explore alternate hours of work with your supervisor if that would help the situation. If alternative arrangements can't be made and wherever operationally feasible, the City will approve regularly scheduled hours with pay over a period of up to 5 consecutive calendar days (code LWP), at which point banked time, or leave without pay may be approved. Supervisor will be encouraged to approve leave time to assist you in making alternate care arrangements.

11. What if I prefer to work from home because I'm concerned about contracting illness from others?

Alberta Health Services provides guidance to Albertans. Consistent with their assessment, employees are asked to continue attending work and to practice social distancing and other preventative measures such as hand hygiene. If you remain concerned and you don't have any known COVID-19 risk factors, subject to discussion with and approval from your supervisor, you may use banked time. If you're out of banked time, you may take leave without pay, subject to approval and discussion with your supervisor. Approval to work from home will be reviewed frequently and will be in alignment with the Work from Home provisions.

12. 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.

13. Will taking time off impact my recall status?

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

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 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/not showing symptoms without a diagnosis

- i. Use **IWP**: COVID-19 Self Isolation With Pay (paid 100% wages)
- ii. To be used only when an employee has been directed to self-isolate as per AHS recommendations due to potential exposure to COVID-19 for themselves or a dependant family member AND this employee is unable to work from home.
- iii. Eligibility: Permanent, Provisional and Temporary employees

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

- i. Use **TWH**: COVID-19 Temporary Work From Home with Pay (paid 100% wages)
- ii. To be used when an employee has been directed to self isolated as per AHS recommendations due to potential exposure to COVID-19 for themselves or a dependant family member AND this employee is able to work from home.
- iii. To be used when City work location is shut down but suitable arrangements have been made (through employee's supervisor) to work from home.
- iv. Eligibility: All status of employees

2. What should I do if an employee is sick, or 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 will be encouraged to follow the Government of Canada's travel advisories. Employees with personal travel plans that are impacted by an active travel advisory relating to COVID-19 should disclose their plans to their supervisor. 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>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>
Permanent employee is requesting leave to care for their dependants as a result of school and/or child care closure	<p>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> <p>If alternate arrangements are not feasible, the supervisor may authorize up to 5 consecutive work days' leave with pay (code LWP), after which vacation or banked time may be used.</p> <p>If the employee does not have vacation and/or banked time, the employee may be able to access Personal and Family Responsibility leave, if they have any days remaining for this year.</p>

	<p>Leaves without pay may be approved subject to operational requirements.</p> <p>The intent of this leave period is for the employee to arrange alternate child care and is not intended to be for a long duration.</p>
Non-permanent employee is requesting leave to care for their dependants as a result of school and/or child care closure	<p>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> <p>If alternate arrangements are not feasible, the supervisor may authorize up to 5 consecutive calendar days leave with pay (code LWP), after which banked time may be used. Only regularly scheduled hours will be approved.</p> <p>If the employee does not have banked time, the employee may be able to access Personal and Family Responsibility leave, if they have any days remaining for this year.</p> <p>Leaves without pay may be approved subject to operational requirements.</p> <p>The intent of this leave period is for the employee to arrange alternate child care and is not intended to be for a long duration.</p>
All other cases of employees requesting leave	<p>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 (including Personal and Family Responsibility days), subject to operational requirements.</p>