



## AP 1-107 – PAID ADMINISTRATIVE LEAVE FOR SELF-ISOLATION PERIOD AFTER WORK-RELATED EXPOSURE FOR NON-TEACHING CASUAL EMPLOYEES

### Recitals:

WHEREAS:

- A. As a result of the COVID-19 global pandemic (“COVID-19 pandemic”), the Western School Division (hereinafter referred to as the “Employer”) recognizes that there exists the possibility of exposure to COVID-19 in the workplace, including for casual non-teaching employees;
- B. The current Benefits Summary does not provide for paid sick leave or other paid leaves for casual non-teaching employees, which may create hardship for casual employees who are required to self-isolate following a possible exposure to COVID-19 in the workplace; and
- C. Concerning this matter, the Employer is prepared to offer the following terms and conditions contained herein.

THEREFORE, the parties hereby agree to the following temporary process for the 2020/2021 school year:

1. In the event that Manitoba Public Health or the Employer informs a casual employee that the employee was possibly exposed to COVID-19 in the workplace and must self-isolate as a result, the following process shall apply:
  - a. The Employer will assess whether the employee can be assigned to work from home, and may, in its sole discretion, assign the employee to work from home. Where this occurs, the employee will be paid for work performed.
  - b. If the Employer determines not to assign the employee to work from home, the employee shall be entitled up to 10 working days of paid administrative leave for the 14 calendar days since the possible exposure, so long as the employee continues to self-isolate during that period. The administrative leave shall be paid at the rate the employee was earning on the employee’s last day of work for the Employer prior to being directed to self-isolate.
2. This paid administrative leave is not applicable to periods of required self-isolation due to personal travel, community exposure, being symptomatic and not being able to attend work, or becoming symptomatic while at work.
3. This Policy forms a temporary addendum to the current Benefits Summary. In the event that any term of this Procedure is in conflict with the terms of the Sick Leave Provision, this Procedure shall prevail, but only to the extent of the conflict, and only within the terms of this Procedure.
4. The Employer makes this Procedure on a without precedent or prejudice basis.
5. Unless it is ended earlier by the Employer, this Procedure expires on the final day of the 2020-2021 school year.

**Adopted:** December 15, 2020