



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50 (HAIDA GWAI)**

LEAVE OF ABSENCE GUIDELINES

Leave Approvals

1. Before signing off leave requests, Principals are expected to:
 - a. Review the leave request to ensure that the appropriate collective agreement article is referenced on the leave form.
 - b. Ensure there is suitable coverage and appropriate provisions made for the leave of absence period.
 - c. Ensure the leave doesn't unduly interfere with the effectiveness of the school learning environment.

NOTE: This applies to leaves where there is some approval discretion (i.e. pro-D, general leave/personal leave, vacation leave, medical appointments, etc...).

There is also an expectation that:

- Leave requests are submitted within a reasonable time limit (i.e. two weeks in advance) unless there is an exceptional circumstance.
 - General Leave/Leave Without Pay will be considered only once all other paid leave provisions have been exhausted.
 - All supporting documents must be attached to the leave request form upon submission. Remember that the leave requests still have to be processed at the District Administration Office before final approval.
2. If an employee is requesting the use of sick leave, the School Principal should (prior signing the leave form) be satisfied that:
 - a. The medical appointment is not reasonably available outside of school or regular working hours.
 - b. The medical appointment is not reasonably available on Haida Gwaii.
 - c. The medical appointment cannot reasonably be scheduled on another date (if applicable).
 - d. The needed medical verification is provided.

-
3. If an employee is requesting leaves such as: discretionary leave, sick leave or pro-D leave around vacation periods, we want to ensure that this extension of vacation is not unduly interfering with the effectiveness of the school and with the quality of instruction. Principals are expected to use the following guidelines in processing leaves around vacation periods:
 - a. Is there a TTOC or replacement available?
 - b. Will the absence on the dates and times requested disrupt the support system for instruction, safety, or maintenance in the school or the classroom?
 - c. Have adequate plans been made for the continuation of support services and instructional services during the absence?
 - d. Leaves around vacation periods will be granted on a first come, first served basis. If the leave request is submitted on the same day, seniority will apply.
 - e. Employees requesting a leave around vacation periods are expected to organize for such leaves and to have appropriate plans in place for their absence. Travel arrangement bookings will not be considered in approving such leave requests.
 - f. Leaves around vacation periods should be no more than two days in duration. More than two days should be discussed with the Human Resources Officer as an exceptional circumstance.
 - g. While Leaves can be taken on either side of a vacation period, they should not exceed the two days total.

 4. All leave of absence requests must be approved by both the employee's Supervisor/Principal and the Human Resource Officer. Absence without approval may result in discipline, up to and including termination.

Leave of Absence Guidelines – DURING COVID-19 PANDEMIC

Employees must: Review all COVID-19 related district published information in a timely manner, including the “Exposure Control Plan for Pandemic Influenza-COVID19” prior to initiating onsite work and **continuously be self-monitoring for illness symptoms and perform daily health checks.**

General Leave: Asymptomatic Employees

Where an employee is **directed by a public health official to self-isolate** due to potential exposure to COVID-19 **and is asymptomatic**, districts are advised to:

1. Explore work from home options in the employee’s current position for the duration of the required self-isolation;
2. Where work from home in the employee’s current position is not possible, consider options for re-deployment to work which can be completed remotely;
3. Where work from home and re-deployment are not possible, provide the employee with general paid leave, **provided the direction of a public health official to self-isolate is directed at the employee, and not a family member or person residing with the employee.**
 - Employees will be required to submit to the District a *Self-Declaration: Asymptomatic Employee Directed to Self-Isolate by NHA* form via email and may be required to submit additional documentation if deemed necessary.
 - Should a member of an employee’s household, but not the employee, be directed to self-isolate, per current practice, the employee may request vacation, other applicable leaves of the collective agreement or employment contract, or an unpaid leave of absence. Employers are encouraged to exercise flexibility in considering options for such requests.

Sick Leave: Symptomatic Employees

- **Staff should stay at home when new symptoms of illness develop.** The key symptoms to watch for COVID are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.
- **Any staff who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider.**
 - If the staff indicates that the **symptoms are consistent with a previously diagnosed health condition** and are not unusual for that individual, they **may return to work.** No assessment or note is required from a health care provider.
 - For **mild symptoms without fever**, staff can **monitor at home for 24 hours.** If symptoms improve, they can return to work without further assessment.
- **If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment.** A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner, or going to a COVID-19 testing centre.
- **When a COVID-19 test is recommended by the health assessment:**
 - i. **If the COVID-19 test is positive**, the person should stay home until they are told by public health to end their self-isolation.

- ii. **If the COVID-19 test is negative**, the person can return to work once symptoms have improved and they feel well enough.
- iii. **If a COVID-19 test is recommended but is not done** because the person chooses not to have the test or a health assessment is not sought when recommended, and the person's symptoms are not related to a previously diagnosed health condition, they should stay home from work until 10 days after the onset of symptoms, and then may return if feeling well enough.
- iv. **If a COVID-19 test is not recommended by the health assessment**, the person can return to school when symptoms have improved and they feel well enough.

-
- **Staff may still attend work if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the staff member is asymptomatic.** It is expected the symptomatic household member is seeking assessment by a health-care provider.
 - **If an asymptomatic staff member chooses to self-isolate with or without the NHA directive to do so, it will not be covered under sick leave.** (See section above)



SCHOOL DISTRICT NO. 50 (HAIDA GWAI)

Leave Request – Employee Self-Declaration – Asymptomatic Employee Directed by a Public Health Official in the Northern Health Authority Jurisdiction to Self-Isolate

When returning the e-mail, please ensure that you fill in the blanks in 2.a and 2.b and write and declare the following, “I’m self-declaring that statements 1 through 6 are true and accurate”.

In order to assist the school district in administering your leave request and to ensure that when you do return to the workplace that you are not placing yourself or others at risk, please verify and return the following self-declaration via return e-mail:

I _____ (Name) declare that:

1. I am asymptomatic and do not show signs of COVID-19
2. I have been directed by a Public Health Official to self-isolate due to potential exposure to COVID-19
 - a. Date direction from Public Health Official received: _____
 - b. Duration of self-isolation directed by a Public Health Official: _____ to _____
3. This direction received was for me specifically, and not only for a child or other family member or person residing with me.
4. The direction from a Public Health Official to self-isolate was **not** related to or a result of me travelling internationally or having COVID-19 symptoms
5. If my condition changes, including from being asymptomatic (no signs of COVID-19) to that of symptomatic (showing signs of COVID-19), I will notify my supervisor immediately
6. In order to return to the workplace, I will seek advice and a clearance to return to work from a public health official or my physician

By returning this e-mail to my employer, and stating that you agree with this self-declaration, I confirm that I’m making a declaration that the details and declaration to statements 1 through 6 are true and accurate.

The personal information collected in this self-declaration is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act. It is being collected, used and disclosed only for the purposes described in this form.

Should this general leave with pay be granted, it is understood that this general paid leave is being granted on a without prejudice basis as gratuitous to the collective agreement and is not a deduction of existing collective agreement leave banks. It is also understood that the provision of this general paid leave is subject to review and change in the future.

If in agreement with the self-declaration statements, please return the email to hr@sd50.bc.ca.