

COVID-19 - Employee Leave and Pay Guidelines (as of September 10, 2020)

Employee Group	Employee Type	Status	Pay Continuance
Non-Academic Staff Association (NASA)	Regular Auxiliary (Operating and Trust)	Working remotely	Yes
		Approved to work from campus	Yes
		Work cannot be done remotely Revenue generation or work has temporarily stopped because of COVID-19 Work interrupted because of COVID-19	Contact your HR Partner for guidance
		Unable to work due to child care issues or other personal or family responsibilities	Vacation, banked time or leave without pay may be used. Contact your HR Partner for guidance
		Mandatory isolation due to COVID-19 symptoms (unable to work)	Apply general illness leave entitlements
		Mandatory isolation due to COVID-19 symptoms (works remotely)	Yes
		Other illness or injury	Apply casual and/or general illness leave entitlements
		Scheduled vacation	Yes. Previously scheduled vacation may be rescheduled in case of emergency or by mutual agreement - see Part A Article 15.09 and Part B Article 8.09
	Casual (including student employees)	Working remotely	Pay for hours worked
		Approved to work from campus	Pay for hours worked

Employee Group	Employee Type	Status	Pay Continuance
		Work not conducive for remote delivery No work to assign	Contact your HR Partner for guidance
		Unable to work due to child care issues or other personal or family responsibilities	No. Contact your HR Partner for guidance.
		Mandatory isolation due to COVID-19 symptoms (unable to work)	Work remotely where possible and pay for previously scheduled shifts during the 14 calendar day isolation period
		Mandatory isolation due to COVID-19 symptoms (works remotely)	Yes
		Other illness or injury	Apply casual illness leave if eligible (Casual 2).
	Supplemental Trades	No work to assign	Provide notice as per Part A, Article 23.12
		Unable to work due to child care issues or other personal or family responsibilities	Leave without pay may be used
		Mandatory isolation due to COVID-19 symptoms	Pay for previously scheduled shifts during the 14 calendar day isolation period
		Other illness or injury	As per union hall
	Interim Staffing Solutions	Working remotely	Pay for hours worked
		Working from campus to deliver essential services	Yes
		Work not conducive for remote delivery No work to assign	End assignment as per Part A, Article 22.15

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		Unable to work due to child care issues or other personal or family responsibilities	Employee can decline assignment without penalty
		Mandatory isolation due to COVID-19 symptoms	Pay for shifts scheduled during the isolation period
		Other illness or injury	Apply regular illness leave entitlements
Association of Academic Staff (AASUA)	Academic Faculty FSO Librarians APO	Working remotely	Yes
		Approved to work from campus	Yes
		Unable to work due to child care issues or other personal or family responsibilities	Vacation, or leave without pay may be used. Contact your HR Partner for guidance
		Mandatory isolation due to COVID-19 symptoms (unable to work)	Apply medical leave entitlements
		Mandatory isolation due to COVID-19 symptoms (works remotely)	Yes
		Other illness or injury	Apply medical leave entitlements
		Request vacation or leave without pay	Yes, employee may request vacation or leave without pay subject to supervisor approval
		Scheduled vacation	Change permitted with agreement of supervisor
	ATS TRAS TLAPS	Working remotely	Yes
		Approved to work from campus	Yes
Work not conducive for remote delivery		Contact your HR Partner for guidance.	

For further guidance, please contact your [HR Partner](#)

Employee Group	Employee Type	Status	Pay Continuance
		No work to assign	
		Unable to work due to child care issues or other personal or family responsibilities	Vacation, or leave without pay may be used. Contact your HR Partner for guidance.
		Mandatory isolation due to COVID-19 symptoms (unable to work)	Apply medical leave entitlements
		Mandatory isolation due to COVID-19 symptoms (works remotely)	Yes
		Other illness or injury	Apply medical leave entitlements
		Scheduled vacation	Change permitted with agreement of supervisor
Excluded Employees	Excluded Support	Working remotely	Yes
		Approved to work from campus	Yes
		Unable to work due to child care issues or other personal or family responsibilities	Vacation, banked time or leave without pay may be used. Contact your HR Partner for guidance.
		Mandatory isolation due to COVID-19 symptoms (unable to work)	Apply general illness leave entitlements
		Mandatory isolation due to COVID-19 symptoms (works remotely)	Yes
		Other illness or injury	Apply regular illness/medical leave entitlements
		Scheduled vacation	Change permitted with agreement of

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			supervisor
	MAPS	Working remotely	Yes
		Approved to work from campus	Yes
		Unable to work due to child care issues or other personal or family responsibilities	Vacation, or leave without pay may be used
		Mandatory isolation due to COVID-19 symptoms (unable to work)	Apply medical leave entitlements
		Mandatory isolation due to COVID-19 symptoms (works remotely)	Yes
		Other illness or injury	Apply medical leave entitlements
		Scheduled vacation	Change permitted with agreement of supervisor
	Excluded Academic	Working remotely	Yes
		Approved to work from campus	Yes
		Work not conducive for remote delivery No work to assign	Speak to your faculty/unit about alternative arrangements
		Mandatory isolation due to COVID-19 symptoms	Pay for previously scheduled shifts during the 14 calendar day isolation period
		Mandatory isolation due to COVID-19 symptoms (works remotely)	Yes
		Other illness or injury	As per employment standards provisions

Employee Group	Employee Type	Status	Pay Continuance
Post Doctoral Fellows (PDFA)		Working remotely	Yes
		Approved to work from campus	Yes
		Work not conducive for remote delivery No work to assign	Contact Post Doctoral Fellows Office for guidance
		Scheduled vacation	Change permitted with agreement of supervisor
		Mandatory isolation due to COVID-19 symptoms (unable to work)	Contact Post Doctoral Fellows Office for guidance
		Mandatory isolation due to COVID-19 symptoms (works remotely)	Yes
		Other illness or injury	As per appointment conditions.
Graduate Student Association (GSA)	Graduate Research Assistantship (GRA) Graduate Teaching Assistantship (GTA) Graduate Teaching Assistantship-Principle Instructor (GTA-PI)	Working remotely Work not conducive for remote delivery No work to assign Mandatory self-isolation due to COVID-19 symptoms (unable to work) Mandatory self-isolation due to COVID-19 symptoms (works remotely) Other illness	In accordance with Article 6.04 of the GSA Collective Agreement, payment continues until the conclusion of current appointment. Medical leave is available for sickness/illness. Contact Faculty Relations for guidance
	Graduate Research Assistantship Fellowship (GRAF)	Studies approved to continue on campus Studies continue remotely	In accordance with Article 6.04 of the GSA Collective Agreement, payment continues until the conclusion of current appointment. Medical leave is available for sickness/illness.