**Guidelines for Managing COVID Related Absences:**
**Revised January 4, 2021**

**For absences from work related to COVID-19 self-isolation, illness or at risk conditions, the following process will apply:**

Process:

- Employees with paid sick time, as noted in their collective agreements or employment policies, will use paid sick leave, following Short-Term Disability (STD).
- For USW employees:
  - Employees are paid by first using 3 days of accumulated sick days, followed by STD pay, which covers 85% of their regular pay; and is topped-up to full pay by drawing down accumulated sick days (15%).
  - Manager enters 'Sick' code into Dayforce for the first 3 working days of absence for regular hours; On the 4th working day of the absence and going forward, enter 'STDCOVID' code for 85% of regular hours and enter 'Sick' code for 15% of regular hours.
- Employees who have exhausted short-term disability leave or employees who do not have sick leave benefits may be entitled to a legislated leave of absence. Please see 'Additional COVID-19 Government Benefits' below.

Definitions:

**Self-Isolation**: If an employee has had close contact with an individual who has tested positive for COVID-19 or the employee has been instructed by a health professional to isolate and job is not suited to working at home.

**Illness**: If an employee is unwell and experiencing COVID-19 symptoms

**At Risk**: If an employee is immunocompromised (weakened immune system, over the age of 70) and job is not suited to working remotely

**Additional COVID-19 Government Benefits:**

The following government workplace related supports are available for employees who are not eligible for Victoria University sick pay or short term disability benefits and need to isolate due to COVID-19 symptoms/illness, or if they are a close contact of someone who tests positive for COVID-19:

Workplace-related benefits

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