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<b>Name:</b>	<b>Temporary COVID-19 Sick Leave Benefit</b>
Policy Number:	6-2022
Approving Authority:	Executive Management Group
Approved:	2020-11-23
Responsible Office	Vice-President, Finance & Administration
Responsibility:	Senior Director, Human Resources
Revision Dates:	N/A
Supersedes:	N/A
Next Required Review:	04-Jan-2021

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In an effort to further support the health and safety of the Saint Mary's community, the University will provide a Temporary COVID-19 Sick Leave Benefit.

### **1. Purpose**

1.1 This Policy is intended to provide an interim sick leave benefit to all employees of the University during the provincial state of emergency imposed due to the COVID-19 pandemic or until the Executive Management Group rescinds this Policy. The Policy is an interim measure and may be modified or rescinded in the absolute discretion of the Executive Management Group.

### **2. Jurisdiction and Scope**

This Policy applies to all Employees of the University in accordance with its terms.

### **3. Policy: Temporary COVID-19 Sick Leave Benefit:**

#### **3.1 New Temporary Policy - Casual, Contract, Temporary and Student employees**

Notwithstanding other University policies that govern sick leave, while this Policy is in effect, casual, contract, temporary and student employees who experience symptoms that may be associated with COVID-19 may take sick leave. Eligible employees may take sick leave for the purpose of seeking to confirm if they have contracted COVID-19, and additional paid sick days if they test positive for COVID-19, regardless of whether they are entitled to paid sick days in a collective agreement, handbook, employment contract or employment guide, until they are cleared for return to work by a medical doctor.

#### **3.2 New Temporary Policy – All Employees not covered by clause A.**

**Any employee** whose work requires them to be physically present on campus and who requires time off work as a result of a COVID-19 diagnosis or a need to self-isolate related to COVID-19 should notify their Immediate Supervisor, and their sick leave bank will not be impacted.

### **3.3 Roles and Responsibilities for the Temporary COVID-19 Sick Leave Benefit:**

#### **Employee Responsibilities:**

- In order to track Temporary COVID-19 Approach to Sick Leave **all employees** must submit the applicable Temporary COVID-19 Sick Leave Form to their Immediate Supervisor.
- Employees shall provide the form immediately upon return to work.

#### **Department (Immediate Supervisor):**

- The Immediate Supervisor is responsible for providing the Temporary COVID-19 Sick Leave Form to Human Resources.

#### **4. Related Policies and Documents**

4.1 Temporary COVID-19 Sick Leave Form<sup>1</sup>

4.2 This Policy is in addition to and does not alter or supersede any other University policy in effect at the effective date of this Policy. Management reserves the right to amend or rescind this Policy at any time.

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<sup>1</sup> <https://www.smu.ca/webfiles/TemporaryCovid-19SickLeaveForm.pdf>