

Title:	Declared Emergencies and Infectious Disease Emergencies		
Document Type:	Policy	Document #:	UHT0000311
Program:	Human Resources	Effective Date:	July 17, 2019
Executive Sponsor:	Vice President People & Transformation	Last Reviewed:	September 8, 2021
Owner/Lead:	Director, HR Consulting, Policy and Performance	Last Revised:	September 8, 2021
Approval Body:	Executive Committee	Review Cycle:	3 year
Applicable Sites:	<input checked="" type="checkbox"/> Unity Health <input type="checkbox"/> Providence <input type="checkbox"/> St. Joseph's <input type="checkbox"/> St. Michael's		

TEMPORARY POLICY AMENDMENT APRIL 19, 2021 TO DECEMBER 31, 2021

An employee may be granted up to three (3) paid days for an infectious disease leave which meets criteria under:

- Section B (i)-B (iv) below or;
- The employee is providing care or support to a specified individual because the individual is under individual medical investigation, supervision or treatment related to COVID-19, or the individual is in quarantine, isolation or is subject to a control measure as a result of information or directions related to COVID-19, issued by an authority specified in the Act.

Where an employee is entitled to (and requests) an infectious disease paid leave day, they will receive their regular wages for the day up to a maximum payment of \$200.

If an employee has already received an equivalent or greater payment under a current Unity plan/program for a reason also covered by this new paid leave (*ex. an employee is sick with COVID and has been paid for regular wages under the Unity Health sick leave plan*), any days taken under the employer plan/program since April 19, 2021 will offset against this new paid leave. Any part of day taken will also count as one day taken.

Requests for a paid infectious disease leave will be approved and administered in accordance with the provisions of the Ontario Employment Standards Act.

POLICY

Unity Health Toronto grants eligible employees an unpaid leave of absence in the event of a declared emergency under section 7.0.1 of the *Emergency Management and Civil Protection Act*, or for reasons related to a designated infectious disease.

APPLICATION

All employees employed by Unity Health Toronto.

**QUALIFYING
CRITERIA**

An employee is eligible if they will not be performing the duties of his or her position:

SECTION A) because of an emergency declared under section 7.0.1 of the *Emergency Management and Civil Protection Act* and ,

- i) because of an order that applies to them made under section 7.0.2 of the *Emergency Management and Civil Protection Act*,
- ii) because of an order that applies to them made under the *Health Protection and Promotion Act*,
- iii) because they are needed to provide care or assistance to a specified individual, or
- iv) because of such other reasons as may be prescribed, or

SECTION B) because of one or more of the following reasons related to a designated infectious disease:

- i) the employee is under individual medical investigation, supervision or treatment related to the designated infectious disease. Treatment related to a designated infectious disease includes receiving a vaccine for the designated infectious disease and recovery from associated side effects.
- ii) the employee is acting in accordance with an order under section 22 or 35 of the *Health Protection and Promotion Act* that relates to the designated infectious disease.
- iii) the employee is in quarantine or isolation or is subject to a control measure (which may include, but is not limited to, self-isolation), and the quarantine, isolation or control measure was implemented as a result of information or directions related to the designated infectious disease issued to the public, in whole or in part, or to one or more individuals, by a public health official, a qualified health practitioner, Telehealth Ontario, the Government of Ontario, the Government of Canada, a municipal council or a board of health, whether through print, electronic, broadcast or other means.
- iv) the employee is under a direction given by their employer in response to a concern of the employer that the employee may expose other individuals in the workplace to the designated infectious disease.
- v) the employee is providing care or support to a specified individual referred to below because of a matter related to the designated infectious disease

- that concerns that individual, including, but not limited to, school or day care closures.
- vi) the employee is directly affected by travel restrictions related to the designated infectious disease, and, under the circumstances, cannot reasonably be expected to travel back to Ontario.
- vii) such other reasons as may be prescribed.

DURATION

Leave under Section A:

An employee is entitled to take leave for as long as he or she is not performing the duties of his or her position because of an emergency declared under the *Emergency Management and Civil Protection Act* and a reason referred to in A (i-iv) above. The entitlement ends on the day the emergency is terminated or disallowed, unless the order is otherwise extended.

Leave under Section B

An employee is entitled to take a leave under section B (i to vii) for as long as he or she is not performing the duties of his or her position because of a reason referred to in B (i-vii) and the infectious disease is designated for the purposes of this section.

SPECIFIED INDIVIDUALS

A specified individual shall include the following:

- The employee's spouse.
- A parent, step-parent or foster parent of the employee or the employee's spouse.
- A child, step-child or foster child of the employee of the employee's spouse.
- A child who is under legal guardianship of the employee or the employee's spouse.
- A brother, step-brother, sister or step-sister of the employee.
- A grand-parent, step-grandparent, grandchild, or step-grandchild of the employee or of the employee's spouse.
- A brother-in-law, step-brother-in-law, sister-in-law, or step-sister-in-law of the employee
- A son-in-law or daughter-in-law of the employee or the employee's spouse.
- An aunt or uncle of the employee or the employee's spouse.
- A nephew or niece of the employee or the employee's spouse.
- The spouse of the employee's grandchild, uncle, aunt, nephew or niece.
- A person who considers the employee to be like a family member, provided the prescribed conditions, if any, are met.

NOTIFICATION	An employee who takes leave under this policy shall advise their immediate manager that they will be doing so. If the employee begins the leave before advising their immediate manager, the employee shall advise as soon as possible after beginning the leave.
LEAVE REQUEST	An employee who wishes to request a leave must request their leave by providing the following information for review and approval as far in advance as possible: Leave Type, Reason for Leave, Employee ID, Employee Name, Site, Requested Leave Start Date, Requested Leave End Date and any special comments. The direct supervisor will submit a copy of the request to hrco-ordinator@unityhealth.to , copying the employee. The leave will then be processed by Human Resources and an HR representative will reach out to the employee to discuss options surrounding Benefits & Pension.
EVIDENCE	<p>Unity Health Toronto may require an employee who takes leave under Section A or Section B to provide evidence reasonable in the circumstances, and at a time that is reasonable in the circumstances, that the employee is entitled to the leave.</p> <p>For employees who take leave under Section B related to an infectious disease, the employer shall not require an employee to provide a certificate from a qualified health practitioner as evidence. This shall not preclude Unity Health from requiring such certificates for the purposes of return-to-work or other accommodation purposes.</p>
HEALTH & BENEFITS	Unity Health Toronto continues its cost sharing arrangement for the premiums of applicable benefits during this leave.
PENSION	Service credits for pension continue to accumulate, provided that the employee continues to submit their share of pension contributions.
SERVICE	Service credits do accumulate for the duration of the leave
REGULATORY REFERENCE	<p>Emergency Management and Civil Protection Act</p> <p>Health Protection and Promotions Act</p> <p>Ontario Employment Standards Act</p>

Version	Approval/Sub-approval body	Approval date
01	Executive Committee	July 17, 2019
02	Vice President, People and Transformation	August 13, 2020
03	Senior Director, HR Consulting, Talent Acquisition and Labour Relations	May 12, 2021
04	Director, HR Consulting	September 8, 2021

This document is the property of Unity Health Toronto. This material has been prepared solely for internal use. Unity Health Toronto does not accept responsibility for the use of this material by any person or organization not associated with Unity Health Toronto. No part of this document may be reproduced in any form for publication without permission from Unity Health Toronto.