## Employee HANDBOOK ADDENDUM

*The section set out below is an addition the existing provisions in the Employee Handbook related to Leave entitlements set out in the Employment Standards Act, 2000 (The Act).*

## PART 3: LEAVES OF ABSENCE

## 17.0 COVID-19 Job-protected leave

On March 19, 2020, the Ontario Legislature passed the*Employment Standards Amendment Act (Infectious Disease Emergencies), 2020*to provide unpaid job-protected leave to employees in isolation or quarantine due to COVID-19, or those who need to be away from work to care for children because of school or day care closures or to care for other relatives. An employee may take this leave if they are unable to work for any of the following reasons:

* The employee is under medical investigation, supervision or treatment for COVID-19;
* The employee is acting in accordance with an order under the*Health Protection and Promotion Act;*
* The employee is in isolation or quarantine in accordance with public health information or direction;
* The employer directs the employee not to work due to a concern that COVID-19 could be spread in the workplace;
* The employee needs to provide care to a person for a reason related to COVID-19 such as a school or day-care closure; or
* The employee is prevented from returning to Ontario because of travel restrictions.

An employee will be able to take this leave to care for the following individuals:

* 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 or 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 grandparent, step-grandparent, grandchild or step-grandchild of the employee or 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 uncle or aunt 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; or
* Any individual prescribed as a family member for the purposes of this section.

This leave starts on the date that the employee is unable to work as listed above and continues for as long as the employee is not performing those duties.

Employees are not required to provide a medical note. However, the Business may require the employee to provide other evidence that is reasonable in the circumstances, at a time that is reasonable in the circumstances.

These measures are retroactive to January 25, 2020, the date that the first presumptive COVID-19 case was confirmed in Ontario.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

I confirm that I have received and had the opportunity to read the above. I acknowledge that I understand the above provisions and that failure to abide by them may result in discipline up to and including the termination of my employment.

**Employee name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_