## Employee HANDBOOK ADDENDUM

*The section set out below is an addition to the existing provisions in the Employee Handbook related to leave entitlements.*

## PART 3: LEAVES OF ABSENCE

## 14.0 COVID-19 Job-protected leave

On March 17, 2020, Alberta introduced a new regulation to the *Employment Standards Code*. The *Employment Standards (COVID-19) Regulation* contains the following provisions:

* All employees are entitled to 14 days of unpaid leave if they are required to self-isolate or self-quarantine due to COVID-19;
* Employees that are required to self-isolate or self-quarantine due to COVID-19 do not need to provide a doctor’s note to support their absence from work;
* There is no service requirement to be eligible for this leave;
* Employees are not required to provide an intended date of return to work;
* The Minister may extend the 14-day leave period if the Chief Medical Officer recommends doing so; and
* Employees can still take other applicable leave entitlements under the *Employment Standards Code*.

This Regulation is retroactive to March 5, 2020, which means that it applies to leaves taken since that date.

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