COVID-19: Employee Illness and Leave Requests

If you have symptoms or have tested positive for COVID-19

Do not report to *your* worksite, follow all guidance from your local public health authority

Speak to your manager about the possibility of working remotely

If remote work is not available due to the nature of your work, you should be eligible for **699 leave**

If remote work is available but you are too ill to work, you are expected to use your **sick leave**

You have caregiving responsibilities

Public Health authorities have mandated the closure of the school or daycare due to COVID-19 and your child cannot attend for this reason

An unexpected loss of caregiving arrangements for a child, a family member or a dependent in your care

Actively attempt to make alternate care arrangements. If no alternate is available, discuss remote work, or flexible/alternate work hours with your manager

If you cannot make alternate arrangements, you should be eligible for **699 Leave**