

FAQs for Employees

Question	Response
Can I take a leave if I want to keep my child at home to participate in remote learning?	Hamilton Health Sciences has supported our workforce through this unprecedented time. We want to ensure employees feel supported to make decisions for their family knowing they still have job security. Employees who opt to keep their child at home to participate in remote learning and would like to request a leave from work to support this are encouraged to speak to their leader with as much notice as possible. These unpaid personal leaves of absence (LOA) will be considered on a case by case basis.
Who do I contact if I need to request a personal leave of absence to facilitate remote learning?	Employees are encouraged to discuss these requests with their leader as soon as possible.
I have opted to have my child participate in remote learning. Can my request for a personal LOA be declined?	Requests for unpaid personal leaves of absence will be considered on a case by case basis. Hamilton Health Sciences is committed to supporting families in their decisions while also ensuring the delivery of safe patient care to our community.
Will I return to the same position when I return from a personal leave of absence?	Employees will maintain their incumbent position with every effort made to return them to that position upon return from a personal leave of absence.
What will happen to my benefits and pension if I choose to take an extended unpaid LOA?	For extended (greater than 30 days) unpaid personal LOA's, Human Resources will be in contact with you to advise of any benefit implications and considerations.
What will happen to my seniority if I choose to take an extended unpaid LOA?	Please refer to your respective Collective Agreement for seniority impacts as a result of an extended unpaid LOA.
I am currently working remotely, can I support my child's remote learning without requesting a leave of absence?	Employees who have commenced the school year working from home due to the hospital's pandemic response may be recalled to the hospital at any time. You must ensure you have appropriate support in place to return to the hospital on short notice and for all scheduled shifts. Employees who choose to keep their children home, and who are currently working remotely, are expected to request a leave to support on-going remote learning if there is an overlap with their work obligations if/when they are recalled back to the hospital by their Leader.
My child's before and after school care is closed or unavailable. What are my options?	Some options available for employees include: <ul style="list-style-type: none"> - Requesting vacation, lieu and/or switch shifts with their colleagues as appropriate. - Partial Infectious Disease Emergency Leave (IDEL) day may be requested and the employee is permitted to work the remainder of their shift.

	Please discuss with your leader as soon as possible. These will be reviewed on a case by case basis.
What if my child’s school is closed temporarily due to a COVID-19 outbreak?	<p>Employees can request vacation, lieu and/or switch shifts with colleagues. Employees may be able to work remotely where work is available to be completed remotely.</p> <p>Employees may also be eligible for an Infectious Disease Emergency Leave in order to provide care for their children in the event of school closures. Please see the Provincial Government’s website for more information, here.</p>
How do I apply for Infectious Disease Emergency Leave?	<p>To request an IDEL, please reach out to your leader.</p> <p>Please see the Provincial Government’s website for more information, here.</p>
What if I run out of vacation/lieu time and still need time away to care for my child?	If you use all of your vacation and lieu time you will have to consider applying for an unpaid leave of absence to continue caring for your child in the home setting.
What if my child tests positive for COVID-19? Do I have to quarantine for 14 days? How does this affect my job?	<p>Please see the link to decision tree.</p> <p>Employees are not entitled to use paid sick leave to support absences for children and/or family members.</p>
What if my child has to quarantine because of a potential exposure at school?	<p>Please see the link to decision tree.</p> <p>Employees are not entitled to use paid sick leave to support absences for children and/or family members.</p>
My child is required to get tested for COVID-19, and I need to take them to the test, what should I do?	<p>If you are the primary caregiver for the child, and need to take your child for testing, you should:</p> <ol style="list-style-type: none"> 1. Complete testing outside of your scheduled working hours, where possible; 2. If this is not possible, contact your manager to request a leave. 3. If your child is required to be isolated for symptoms, you may be required to self-isolate. Please see the link to decision tree. <p>Employees are not entitled to use paid sick leave to support absences for children and/or family members.</p>
What if I have to pick up my child during my scheduled shift to pick up my child for reasons related to COVID-19?	<p>If a need arises while on shift where an employee is required to pick up a child from school, the employee should:</p> <ol style="list-style-type: none"> 1. Assess if any other responsible caregivers can facilitate the pick-up; 2. If there is a possibly to make alternate arrangements, do so;

	<ol style="list-style-type: none"> 3. Where alternative arrangements cannot be made, notify your leader as quickly as possible to ensure coverage can be supported on the unit/work area; 4. Ensure you receive authorization to leave the work unit/work area prior to departing. 5. You will be coded as per your applicable collective agreement and/or leave polices.
<p>What if my child is required to stay home because they screen positive on the attestation form?</p>	<p>Employees who need to care for their children can use the following to be away from work:</p> <ul style="list-style-type: none"> ○ Using vacation or lieu time if applicable; ○ Switching shift(s) with colleagues; ○ Taking an unpaid Infectious Disease Emergency Leave (IDEL). IDEL absences do not have to be taken consecutively. Employees can take the leave in part days, full days or periods of more than one day. <p>Please see the link to decision tree for more information addressing an employee’s ability to report to work.</p>
<p>Will I be paid for a stat if I have to take a partial IDEL day before and/or after a STAT day?</p>	<p>Please refer to the applicable Collective Agreement and/or policies.</p>