



Parkland School Division COVID-19 Accommodation and Leave Protocol

Parkland School Division (PSD) has created this temporary protocol to ensure that its employees have authorized time off as per applicable legislation without fear of negative effects on their employment status. PSD is committed to protecting the health and safety of its employees and the public during a public health emergency. This protocol covers instances where employees may need an accommodation as a result of the COVID-19 pandemic.

Accommodation

Accommodations will be provided for employees where the work must be modified or adjusted to address the needs of the individual. Accommodations may be temporary or permanent, based on the requirements of the individual.

PSD will provide accommodation as appropriate using a consultative approach that involves the division, the individual, and healthcare professionals where required, or other third parties to assist in the accommodation process. Both the employee requiring accommodation and the possible accommodation itself will be assessed individually.

Responsibility

The process of accommodating individuals is a shared obligation between PSD and the employee. The employee has a duty to assist the division in creating a barrier free workplace. This requires any employee seeking an accommodation to cooperate with the division's efforts to make required adjustments or modification to their work or work environment. PSD cannot accommodate needs that it is not aware of. The Direct Manager/Principal should be the first point of contact for employees when requesting a form of accommodation. The Direct Manager/Principal in consultation with the Director of Human Resources will determine the most appropriate forms of accommodation to meet the employee's needs.

Appropriate Accommodations

PSD will use all available resources to establish an appropriate accommodation when requested by an employee. Appropriate accommodations will be determined and depend on each individual accommodation plan, but may include:

- Workstation adjustments
- Job redesign or reassignment
- Leaves of absence

In circumstances where multiple accommodation strategies may be feasible, PSD may identify these strategies in response to an employee's request for accommodation. Both the employee and the division understand that an employee's preferred accommodation strategy may not be the most reasonable accommodation strategy from the various options available. Employees understand and agree that "reasonable accommodation" does not equate to an employee's preferred accommodation.

Process for Requesting an Accommodation

All accommodation requests must be in writing and directed to the employee's Direct Manager/Principal, and Director of Human Resources.

The Director of Human Resources will review the request, and request supporting documentation as needed.

Once all information is received a meeting may be booked with the employee, Direct Manager/Principal and Director of Human Resources to discuss accommodation options.

PSD may request an additional evaluation of the employee by an independent health professional or applicable practitioner to help determine an appropriate accommodation. Any cost of the independent medical examination will be at the division's expense.

If an accommodation is granted, the accommodation will be granted for a set duration.

Undue Hardship

There may be situations where PSD cannot provide an accommodation for an employee. The division will work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where the accommodation would cause an unbearable financial cost or a considerable disruption to business, an interference with the rights of others, or where the accommodation would create a health and safety hazard.

In this case, the division would provide the employee with written reasons as to why the request for accommodation was denied.

Confidentiality

Throughout all steps of the accommodation plan process, employee personal and health information will be kept confidential and protected at all times.

Leave of Absence

Parkland School Division (PSD) has created this temporary protocol to ensure that its employees have authorized time off as per applicable legislation without fear of negative effects on their employment status. PSD is committed to protecting the health and safety of its employees and the public during a public health emergency. This protocol covers instances where employees may need to take an unplanned leave of absence as a result of the COVID-19 pandemic.

Guidelines

Parkland School Division has paid and unpaid leave entitlements available to employees. Unionized employees are to refer to their respective Collective Agreement for more details. Non-union employees are asked to refer to the Coding Guideline Sheet (see appendix) located on the Chalkboard or connect with Human Resources for more detail.

Inappropriate use of a leave is a violation of employment, and can be subject to disciplinary action up to and including termination. PSD is committed to working with employees to find reasonable accommodations and solutions. Employees are encouraged to consult with their Direct Manager/Principal or Human Resources to discuss possible options.

COVID-19 QUESTIONS REGARDING LEAVES is available as a resource. (see appendix)

Process for Requesting an Unpaid Leave of Absence

- All Leave requests should be requested a minimum 30 days in advance of the leave date.
- All leave requests must be in writing and directed to the employee's Direct Manager/Principal, and Director of Human Resources.
- The Director of Human Resources will review the request, and request supporting documentation if needed. Once all information is received a meeting may be booked with the employee, Direct Manager/Principal and Director of Human Resources to discuss leave options.
- If leave is granted, the leave will be granted for a set duration. All leaves will be from Parkland School Division and not from a specific school or program.

Process for Returning Early from an Unpaid Leave of Absence

If an employee wishes to end their leave of absence before the set end date; the employee must give 30 days return to work written notice to the Director of Human Resources.

The Director of Human Resources will attempt to place the employee back into a position within Parkland School Division.

Appendix – Coding Guidelines

Coding Guidelines for the SRB (Employee Payroll/Attendance) System				
SRB CODE	REASON	Collective Agreement #	Description	
SICK	SICK, MED/DENT APPT CA.10.3	10.3	Necessary medical or dental treatment, accident, disability or sickness	TEACHER
SCK1	SICK, MED/DENT APPT CA.21.0	21	Necessary medical or dental treatment, accident, disability or sickness	CAAMSE
SCK2	SICK, MED/DENT APPT CA.22.01	22.01	Necessary medical or dental treatment, accident, disability or sickness	IUOE
ADOL	ADOPTION LEAVE	14.6.2	preparing for child's arrival by attending to legal or government department required meetings (2 days)	TEACHER
BRV1	BEREAVEMENT-IMMEDIATE FAMILY CA.14.1.1	14.1.1	Death of immediate family: spouse, son, daughter, parent, brother, sister, grandparents, grandchild (up to 5 days) Step and in-law applies to above	TEACHER
BRV5	BEREAVEMENT-FAMILY CA.22.01a	22.01(a)	Death of member of immediate family (up to 5 days)	CAAMSE
BRV6	BEREAVEMENT-TRAVEL CA.22.01a	22.01(a)	Travel involved in death of a family member (up to 2 days)	CAAMSE
BRV7	BEREAVEMENT-FAMILY CA.16.02	16.02	Death of member of immediate family (up to 5 days)	IUOE
BRV8	BEREAVEMENT-TRAVEL CA.16.03	16.03	Travel involved in death of a family member (up to 2 days)	IUOE
CTL1	CRITICAL ILLNESS-IMMEDIATE FAMILY CA.14.1.2	14.1.2	Critical illness of immediate family: spouse, son, daughter, parent, brother, sister, grandparents, grandchild (up to 4 days) Step and in-law applies to above	TEACHER
CTL2	CRITICAL ILLNESS - FAMILY CA.22.01bi	22.01(b)(i)	Critical illness of immediate family (up to 3 days)	CAAMSE
CTL3	CRITICAL ILLNESS - FAMILY CA.22.01bii	22.01(b)(ii)	Critical illness of immediate family (up to 2 days from sick leave credits)	CAAMSE
CTL4	CRITICAL ILLNESS - FAMILY CA.17.05	17.05	Critical illness of immediate family (up to 3 days)	IUOE
LEIU	LIEU DAYS (FORMERLY FLEX)	4.7.1.1	2 days per school year for Principals and Assistant Principals only	TEACHER
FNL1	FUNERAL - ANY OTHER CA.14.1.3	14.1.3	Funeral for any other not listed above (1 day)	TEACHER
FNL2	FUNERAL - ANY OTHER CA.22.01f	22.01(f)	Funeral for any other not listed above (1 day)	CAAMSE
FNL3	FUNERAL - ANY OTHER CA.16.05	16.05	Funeral for any other not listed above (1 day)	IUOE
FMD1	FAMILY MEDICAL APPTS CA.14.2.1	14.2.1	Medical appointments or serious illness of immediate family (2 days)	TEACHER
FMD2	FAMILY MEDICAL APPTS CA.22.01g	22.01(g)	Medical appointments or serious illness of immediate family (2 days)	CAAMSE
FMD3	FAMILY MEDICAL APPTS CA.17.04	17.04	Medical appointments or serious illness of immediate family (3 days)	IUOE
WED1	WEDDING/CONVOCATION CA.14.3.1	14.3.1	Teacher's own wedding, convocation or graduation from a post-secondary institution (1 day)	TEACHER
WED2	WEDDING/CONVOCATION CA.22.01d	22.01(d)	Employee's or spouse's/partner's, child's or step-child's own wedding, convocation, obtaining Canadian Citizenship or graduation from a post-secondary institution (1 day) providing the event occurs on a working day	CAAMSE
WED3	WEDDING/CONVOCATION 17.17	17.17	Employee's or spouse's/partner's, child's or step-child's own wedding, convocation, obtaining Canadian Citizenship or graduation from a post-secondary institution (1 day) providing the event occurs on a working day	IUOE
RD1	IMPASSABLE ROADS/WEATHER CA.14.4.1	14.4.1	Impassable roads (Principal & Superintendent approval required)	TEACHER

<i>RD2</i>	IMPASSABLE ROADS/WEATHER CA.22.04	22.04	Impassable roads (Principal & Superintendent approval required)	CAAMSE
<i>RD3</i>	IMPASSABLE ROADS/WEATHER CA.17.16	17.16	Impassable roads (Principal & Superintendent approval required)	IUOE
<i>JUR1</i>	JURY DUTY, SUBPOENA CA.14.5.1	14.5.1	Jury duty, subpoena, or summons to appear as a witness	TEACHER
<i>JUR2</i>	JURY DUTY, SUBPOENA CA.22.01e	22.01(e)	Jury duty, subpoena, or summons to appear as a witness	CAAMSE
<i>JUR3</i>	JURY DUTY, SUBPOENA CA.17.06	17.06	Jury duty, subpoena, or summons to appear as a witness	IUOE
<i>PER1</i>	PERSONAL DAY WITH PAY CA.12.1	12.1	Personal leave with pay (2 days per school year)	TEACHER
<i>PER2</i>	PERSONAL DAY WITH PAY CA.22.01i	22.01(i)	Personal leave with pay (1 day per school year)	CAAMSE
<i>PER3</i>	PERSONAL DAY WITHOUT PAY CA.22.01j	22.01(j)	Personal leave without pay (3 days per school year)	CAAMSE
<i>LCOS</i>	LEAVE LESS COST OF SUB CA.12.2	12.2	Leave less the cost of a sub-whether or not sub required. Paid by the teacher by payroll deduction (3 days per school year)	TEACHER
<i>LNP1</i>	LEAVE NO PAY CA.14.7.1	14.7.1	Leaves without pay with the approval of the Superintendent or designate	TEACHER
<i>LNP2</i>	LEAVE NO PAY CA.22.03	22.03	Leaves without pay with the approval of the Superintendent or designate	CAAMSE
<i>LNP3</i>	LEAVE NO PAY CA.17.02	17.02	Leaves without pay with the approval of the Superintendent or designate	IUOE
<i>LWP1</i>	LEAVE WITH PAY CA.14.7.1	14.7.1	Leaves with pay with the approval of the Superintendent or designate	TEACHER
<i>LWP2</i>	LEAVE WITH PAY CA.22.03	22.03	Leaves with pay with the approval of the Superintendent or designate	CAAMSE
<i>LWP3</i>	LEAVE WITH PAY CA.17.02	17.02	Leaves with pay with the approval of the Superintendent or designate	IUOE
<i>LIEU</i>	DAY IN LIEU		Day in lieu upon approval of Superintendent	TEACHER
<i>PD</i>	PROFESSIONAL DEVELOPMENT		Professional Development (to be approved by the immediate supervisor	ALL
<i>3PBL</i>	BILL OUTSIDE AGENCY		Bill Outside Agency - please submit a Payroll 3PBL form with a copy of the authorizing letter from the organization to be billed.	ALL
<i>CIF</i>	CLASSROOM IMPROVEMENT FUND		Replacement for absence paid from Classroom Improvement Fund	ALL
<i>SCHL</i>	SCHOOL MTG/FLOATER SUB/ETC		School initiated meetings, in-services, floater subs, etc.	ALL
<i>DOPD</i>	DIVISION OFFICE PD		Division Office, Superintendent paid meetings, Leadership (for teaching principals only)	TEACHER
<i>DSPD</i>	PD-DEPUTY SUPERINTENDENT		Division Office, Deputy Superintendent paid meetings	TEACHER
<i>LSPD</i>	LEARNING SERVICES PD		Learning Services - Instructional Support - Curriculum - Teacher in-services	TEACHER
<i>RPPD</i>	WELLNESS INITIATIVE PD		Replacement for absence paid from Wellness Initiative	TEACHER
<i>CLIC</i>	CLICK MEETING		Absences related to meetings with CLICK Program Staff	TEACHER
<i>ISPD</i>	PD-INSTRUCTIONAL SERVICES		Replacement for Absence paid from Instructional Services	TEACHER
<i>VAC</i>	VACATION		Vacation taken - not to be used for school based staff	
<i>BANK</i>	BANKED TIME TAKEN		Banked time taken	
<i>WCB</i>	WORKER'S COMPENSATION BOARD		Time off paid by Worker's Compensation Board	
<i>ILL5</i>	ILLNESS OVER 5 DAYS		To be coded by the school secretary only	
<i>PATL</i>	LEAVE FOR CHILD ARRIVAL 14.6.1	14.6.1	Employee that does not give birth to the employee's child or placement of adopted child with adopted parents (3 days leave for child's arrival)	TEACHER
<i>ITPD</i>	INNOVATIVE TEACHING PD		PD presented for innovative teaching	ALL



COVID-19 QUESTIONS REGARDING LEAVES

We recognize that in planning for the fall you may have questions related to your particular circumstance.

Please know your Administrators and Human Resources are here to support you with your questions and this chart may be helpful in initially providing some direction.

This chart is accurate as of August 20, 2020

Reason	Symptoms/Illness/Self-Isolation Due to COVID	Illness/Sick	Family Members with COVID Symptoms	Family Members Hospitalized with COVID	Accommodation Due to COVID	Child Care	Family Members with Compromised Health	Travel Isolation	Refusal to Work
Details	<p>Immediately call 811 to schedule a COVID test if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition. There may be a waiting period you are required to self-isolate after the screening has occurred. If you test positive the period of isolation will be discussed.</p> <p>Staff are also required to isolate and monitor for symptoms if they are in close contact of a person who tested positive for COVID-19 (provides care, lives with or has close physical contact without appropriate use of personal protective equipment, or comes into direct contact with infectious body fluids).</p>	Illness/sick leave is still accessible as per your collective agreement and medical is required. Contact your administrator or Human Resources for support.	<p>If a family member has COVID symptoms they are required to isolate however the employee may still attend work while implementing extra care with cleaning precautions.</p> <p>If an employee would like to care for a family member with COVID symptoms the employee can access limited paid days through their collective agreement or a leave with loss of pay.</p>	<p>If a family member (defined by the collective agreement) is admitted/hospitalized. Contract your administrator or Human Resources for support</p> <p>Access to Critical Illness - support documentation</p>	<p>Staff with significant health related concerns that have supporting medical documentation which demonstrates an accommodation should be explored due to the COVID virus may discuss accommodation. Contact Human Resources for support.</p> <p>Alternative work arrangements for employee who has a preference to work an off-site assignment, remotely, etc. may also be explored during the pandemic*</p>	We recognize that some staff may choose to take a leave of absence to care for their children.	If a staff member provides care for a family member with compromised immune system, they may apply for a job protected leave.	Currently Albertans are legally required to isolate for 14 days if they returned from travel outside Canada.	If an employee is at work and feels they are in a dangerous or hazardous situation they may refuse to work.
Paid/Unpaid	Paid Using Sick Time*	Paid Using Sick Time*	Paid and Unpaid Days as per Collective Agreement/Contract	Paid Using Critical Illness as per Collective Agreement	Working Under Approved Accommodation	Unpaid Leave	Unpaid Leave	Unpaid Leave	Paid
ESS-Code (if applicable)	COVID-19 Symptoms/Isolation for the Employee (not the employee's household) ESS Absence Code: Sick -Mandatory Isolation	ESS Absence Code: SICK, Med/Dent Appt	ATA: Family Medical, Personal days, Leave Less cost of Sub CAAMSE: Family Medical, Personal days IUOE: Family Medical Non-Union Group: Family Medical	ESS Absence Code: Critical Illness	No absence required if accommodation approved by Human Resources	A personal leave is applied for and no absence is required in ESS	A personal leave is applied for and no absence is required in ESS	Leave with Loss of Pay	Employee may be reassigned while investigation is completed
How	Complete Alberta Health Services (AHS) Self Assessment, enter an absence in ADW, and communicate to the School/Site when the COVID test is scheduled and the result of this COVID test once known. A medical note is not initially required.	Discuss this with your Administrator and then communicate and provide medical (Alberta Physician) to Human Resources. Additional medical information may be requested if necessary by the Division.	Discuss your situation with your Administrator. If an employee would like to take days within their collective agreement or an unpaid personal leave they may apply in writing with their request to Human Resources and may qualify for a job protected leave through Employment Insurance. Staff may also want to consider using PPE and other measures within their own control (i.e. take clothing off before entering their home). Further discuss this with your administrator and Human Resources if needed.	If extra time off is required, days can also be taken within their collective agreement or unpaid personal leave. They may apply in writing with their request to Human Resources to take an unpaid leave to access a job protected leave: Critical Illness or Compassionate Care leave may be applied for through Employment Insurance. Eligible staff can apply as per legislation and may qualify for Employment Insurance.	Discuss with your administrator and contact Human Resources. Accommodations can be determined in consultation with Human Resources. Additional medical information may be requested if necessary by the Division.	Discuss your situation with your Administrator. If an employee would like to take an unpaid personal leave they may apply in writing with their request to Human Resources and may qualify for a job protected leave through Employment Insurance.	Discuss this leave with your Administrator and then apply in writing with your request to Human Resources. Compassionate Care leave may be applied for through Employment Insurance. Eligible staff can apply as per legislation and may qualify for Employment Insurance. Staff may also want to consider using PPE and other measures within their own control (i.e. take clothing off before entering their home). Further discuss this with your administrator and Human Resources if needed.	Discuss with your administrator and contact Human Resources	Discuss this with your Administrator then follow Occupational health and safety - report unsafe work may be enacted. It is our goal that the Division can work with employees to find solutions for staff.
Impact to current benefits	No Change	No Change	No Change	No Change - Critical Illness Leave Compassionate Care leave may differ - see collective agreement Unpaid leave - accessing Compassionate Care or Critical Illness through Employment Insurance (Employee is responsible for payment of all premium deduction to maintain benefits)	No Change	Approved Unpaid Leave - Employee is responsible for payment of all premium deductions to maintain benefits - maximum of one school year	Approved Unpaid Leave - Employee is responsible for payment of all premiums deductions to maintain benefits - maximum of one school year Compassionate Care leave may differ - see collective agreement	If duration of leave is only for the 14 days - No Change	No Change

*Paid sick time will have to be previously accrued