

COVID-19 Update

Employee and Physician Information



Memo from the Vice President, Human Resources

March 29, 2021

Re: Annual Leave Requests

Please be advised of the following direction relating to requests for annual leave (including comp. time and/or stat time).

Managers have the ability to use their discretion to approve paid leave requests in accordance with operational requirements. Operational requirements, including redeployment, and other extenuating circumstances will be considered when determining a) whether or not the leave can be approved, and b) the duration of leave that can be approved. As the current situation continues to evolve, operational requirements may necessitate revisiting these guidelines.

NEW LEAVE REQUESTS EFFECTIVE MARCH 29, 2021

- New leave requests as of March 29, 2021, for the use of comp time, stat time, family leave, or annual leave may be requested and considered as per normal process. Previous restrictions on leave, necessitated by the increase in Covid prevalence, are removed at this time. This decision will be reviewed as necessary.
- Please note that any employee requesting leave to travel to an area where self-isolation is required upon return, must request additional leave to cover the period of self-isolation. Such leave will be considered as part of the total leave request and approved or denied based on operational requirements. Employees should not book or commence travel unless approval has been granted. Employees who are able to work from home while in isolation, should discuss this option with their manager and seek approval prior to booking and commencing travel.
- Employees should note that vaccination status does not change the requirements to self-isolate post travel at this time.

Summer Vacation Schedules

We recognize that planning around summer vacation scheduling takes time and we understand that most areas have already begun the process of selecting vacation dates. Please continue to work on vacation planning as you would in normal times. A working group has been formed between the provincial Unions and the RHAs to discuss potential impacts of Covid-19 on vacation scheduling, and any recommendations or directives from this group will be communicated when available.

Collette Smith

Vice President, Clinical Services & Human Resources

Report all potential communicable diseases to Occupational Health: 709-777-7777, line 3, line 2, or email occhealth@easternhealth.ca.

Navigator Line: 709-752-3663 (M-S 8:00 a.m. to 10:00 p.m.) | www.easternhealth.ca/covid19 | [COVID-19 Intranet page](#) | [Facebook](#) | [Twitter](#)