

# COVID-19 Update

## Employee and Physician Information



## Memo from the Vice President, Human Resources

6 January 2022

### ***Re: Annual Leave Requests during current COVID-19 status***

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 daily 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. Any new leave will not be approved.

### LEAVE REQUESTS APPROVED PRIOR TO 5 January 2022

- At this time, requests for comp time, stat time or annual leave that were approved prior to 5 January 2022, will not be cancelled unless extenuating circumstances dictate otherwise.
- Any employee who was approved for leave prior to 5 January 2022 and would like to cancel the request must notify their manager as soon as possible.

### NEW LEAVE REQUESTS EFFECTIVE 5 January 2022

- New annual leave for extended periods will not be approved for the next three weeks, from 5 January to 26 January 2022. This decision will be reviewed bi-weekly.
- In extenuating circumstances new leave requests for the use of comp time, stat time, family leave, or annual leave for the next two weeks (to 26 January 2022) must be made as follows:

- Leave requests for up to three days may be approved by the manager with consideration of operational requirements for extenuating circumstances such as childcare, elder/family care and will be reviewed on a case-by-case basis.
- Leave requests must not be submitted greater than three days prior to the date being requested. This will ensure that each Manager has an opportunity to review the request and the operational needs at that time and make a prudent decision that supports both the employee and the employer.

I would like to thank staff for their continued support and acknowledge how much they are giving during this time.

**Collette Smith**

Vice President, Clinical Services & Human Resources

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

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