

June 17, 2021

COVID-19 Paid Sick Leave FAQ

Employees **without** paid sick time can now take **up to 3** days of paid sick leave if they need to **stay home because of COVID-19**.

Who is eligible?

- All eligible full-time and part-time employees who do not already receive paid sick leave and that have either been diagnosed with COVID-19, or who are waiting for test results and need to self-isolate.

What is the process for reporting sick leave?

- If you are ill or waiting for COVID-19 test results, you must contact wellbeing@unbc.ca immediately to report the illness and receive appropriate employee supports.
- In addition, to receive paid sick leave, a completed UNBC Leave Form signed by you and your supervisor needs to be submitted to wellbeing@unbc.ca. Please indicate the date(s) and the number of hours missed. You can do this by ticking the “Sick Leave” box and note “COVID-19 sick leave” in the Explanation near the bottom of the form.
- The UNBC leave form is required for salaried employees and for those who hand in timesheets.

Where can I find the UNBC Leave Form?

- The fillable form can be found on the Human Resources webpage under “Employment and pay” then in the “Pay information and forms” tab, or by clicking [here](#).

When does this take effect?

- This benefit takes effect immediately.

What if I have already taken unpaid time off due to COVID-19 in the past. Do I qualify for a retroactive pay adjustment?

- You are only eligible for this benefit if your sick leave was taken **after** May 20, 2021.

Can employees get three (3) days for self-isolation and another three (3) for being sick with COVID-19?

- No. Employees eligible for leave are entitled to paid leave for a total of three (3) days during the eligibility period. The eligibility period is defined as the period between the date the section comes into force, May 20, 2021, and December 31, 2021.

**Have More Questions? Please email your questions to
benefits@unbc.ca**