



COVID-19 LEAVE GUIDELINES

QUESTIONS AND ANSWERS

1. Who is eligible to use COVID-19 leave?

The new COVID-19 leave codes are available to all GNWT employees.

2. How much COVID-19 Leave is available to me?

Employees can access COVID-19 Leave as necessary when they are eligible. COVID-19 Leave is available for employee use when an employee or a dependent is ill with COVID-19 or is required to isolate due to COVID-19.

3. Can I use my COVID-19 Leave balance to cover other types of illness?

COVID-19 leave codes may only be used if you are sick with COVID-19, required to isolate due to COVID-19, or required to provide care for a dependent who has COVID-19.

4. Can I use COVID-19 Leave to stay home to care for someone else?

Employees who cannot come to work because they need to stay at home to care for a dependent who tested positive with COVID-19 are eligible to access COVID-19 Leave or can make other arrangements with their supervisor.

5. Do I need to take a test to use COVID Leave?

Yes. All employees will be responsible to confirm that they have tested positive for COVID-19 before claiming COVID-19 Leave using the COVID-19 Sick Leave code and employees may be required to provide proof of a positive test for COVID-19 Leave to be approved.

6. Will the GNWT provide COVID-19 tests for employees?

The GNWT is not responsible for the provision of COVID-19 testing materials or for bearing any costs related with employee testing for COVID-19.

7. I have COVID-19 but I feel like I can work. What can I do?

Employees who are ill or have tested positive for a transmissible illness should utilize leave available to them and avoid attending in person at work. If an employee has tested positive for COVID-19 but feels able to work, they should discuss options such as remote work with their supervisor.

8. How do I apply for the leave and what documentation is required?

As of January 30, 2022, employees claiming COVID-19 leave are required to confirm that they have tested positive for COVID-19, are required to isolate due to COVID-19, or are required to provide care for a dependent who has tested positive and is ill with COVID-19 or required to isolate. Employees may also be required to provide proof of a positive COVID-19 test or isolation order.

9. Will the COVID-19 L be retroactive or only available for future absences?

Employees may retroactively reclassify Sick and Special Leave taken for COVID-19 between April 1, 2022, and January 29, 2023. Detailed guidance on how to reclassify leave between April 2022 and January 29, 2023, is available on the GNWT's MyHR website.

10. I used Leave without Pay to cover an absence due to COVID. Will I be reimbursed my lost pay if I reclassify this leave as COVID leave?

Detailed guidance on how to reclassify leave taken between April 1, 2022, and January 29, 2023, is posted on the GNWT's MyHR website. When an employee's leave is re-classified, eligible leave will be restored to the employee's leave credits and, if the employee was required to take Leave Without Pay, the balance owing to the employee will be applied on a future pay cheque.