**Sample Workplace Illness Policy.**

*Please note – Labour Standards does not require any business to pay employees for time spent away from work while sick*

COMPANY requires employees to be at work, on time, for all scheduled shifts. Nothing in this policy replaces any requirements or coverage for employees away from work due to an illness or injury sustained during the course of their employment.

When an employee cannot be at work as they are ill or injured, particularly when suffering from a contagious illness or unable to safely complete their job requirements, COMPANY encourages them to stay at home, seek appropriate medical care and return to work when they are fit to do so.

COMPANY reserves the right to require a “medical fitness to return to work report” prior to allowing the employee to return to their job when they have been away ill for more than 3 days. COMPANY may require a medical note from any employee who is away from work more than 3 days and at its discretion, after any absence that appears to be part of a larger pattern.

Employees are expected to call at least a half hour prior to their expected start time and speak with their supervisor if they are unable to attend work due to illness or injury. If they have left a voicemail or email for their supervisor, they must provide a time and number where and when they may be reached that day, if necessary

**COVID-19**

Employees who have one or more symptoms of COVID-19 must stay home and complete the online self-assessment provided by Public Health. Employees without internet access should call 811. Employees must follow the directions provided by Public Health.

An employee who begins to show symptoms of COVID-19 while at work will be sent home to complete the online assessment/call 811. The employee must not return to work until cleared by Public Health. The employee’s work area will be cleaned and disinfected.

COMPANY reserves the right to amend this policy at any time.