

COVID-19 VACCINE LEAVE

BOD: Apr 28 2021

Intent: The Manor Park Community Council (MPCC) aims to support the health and well-being of its employees. Vaccines against the Covid-19 virus are considered an important tool in reducing physical and mental health impacts of the virus on employees as well as their peers, our programs, and the greater community. Reducing the impact of the virus on employees potentially reduces financial impacts to the organization while building a gateway to the 'next' normal in operations. No employee should have to choose between employment income and taking time off to get a Covid-19 vaccine.

Policies and Procedures.

1. Employees will be encouraged to receive a Covid-19 vaccine when it is available to them.
2. Supervisors shall endeavour to update employees on vaccine opportunities.
3. When applicable, Supervisors shall provide documentation confirming an employee's employment status for the purpose of receiving a Covid-19 vaccine.
4. Supervisors shall direct employees to reputable sources of information about Covid-19 and vaccines.
5. In the event that a Covid-19 vaccine appointment coincides with a scheduled work shift, the MPCC shall permit the employee time off and compensate the employee with two (2) hours of pay.
6. The employee with an opportunity to receive a Covid-19 vaccine during a scheduled work shift shall notify their Supervisor of the conflict of their appointment as soon as possible.
7. Understanding that some individuals may temporarily suffer physical effects after receiving a Covid-19 vaccine, the MPCC shall pay the employee for up to two (2) days of previously scheduled work shifts in the two (2) days immediately following their vaccine appointment.
8. The employee shall claim their pay for receiving the vaccine and/or for time-off due to physical effects of the vaccine by providing their Supervisor with a copy of their vaccine certification along with their requested compensation.
9. The Covid-19 Vaccine Leave compensation shall be paid in the next payroll cycle following receipt of the documentation and compensation claim by a Supervisor.
10. Time off compensation for Covid-19 vaccine appointments or physical effects shall not impact any Leave benefits.