

# memorandum

TO: All Stewards – HSPBA, NBA, and CBA  
FROM: Norah Miner, Membership Services Coordinator  
DATE: April 3, 2020  
**SUBJECT: Grievance alert related to self-isolation, sick leave, and staff redeployment**

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It has come to the attention of HSA that in the current COVID-19 climate, two labour relations issues have emerged at workplaces across the province related to leaves and redeployment. In some cases, employers' actions issues are contrary to the collective agreement. Members and stewards are encouraged to involve the union and file grievances.

## 1. General Pay/Sick Pay

HSA members who are required to self-isolate on the direction of an employer or a public health official -- including those returning from travel – are eligible for paid general leave for the duration of the self-isolation period.

Members who identify that they are too sick to be at work (for any illness, not just COVID-19) will be placed on sick leave.

Members are encouraged to review their pay stubs to ensure their leaves are being coded correctly: that is: general leave for self-isolation, and sick leave for time taken off due to illness. If the time is not coded correctly, they should grieve.

### Part-time and Casual Employees

For part-time and casual employees, HSA asserts that members must attract the leave pay not only for pre-booked/prescheduled shifts, but also on an averaging of their last 3 months of work.

Part-time example: If a part time employee owns a 0.6FTE, but regularly has been picking up shifts to average 0.8FTE, their pay during general leave should be at the 0.8FTE rate.

Casual example: If in the previous three months of work, an employee has worked an average of 0.7 FTE, they should be paid leave at the same rate.

If members are not being paid based on those calculations, they are advised to file a grievance.

## 2. Staff redeployment

The union has NOT waived any provisions of the collective agreements.

Barring urgent changes made pursuant to and under the authority of the single site bridging order or other order by a Medical Health Officer, collective agreement rights of members must be upheld.

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If the Employer is redeploying members, or changing their hours, schedule, or assigned duties to duties outside their job description or profession, they should contact the union and file a grievance. The process for the Employer to make these changes is covered by the HSPBA collective agreement.

Employers must not negotiate directly with staff to waive their collective agreement rights. Each scenario is individual and stewards must contact the LRO for advice.

**Have an urgent question related to COVID-19 issues in the workplace? Contact the COVID-19 hotline at [covid19hotline@hsabc.org](mailto:covid19hotline@hsabc.org)**