
 <p>Thames Valley Family Health Team</p>	<p>Policy Title Family Caregiver Leave: COVID-19 Pandemic</p>	<p>Page 1 of</p>
	<p>Executive Director Signature:</p> 	<p>Policy Effective Date: March 23, 2020</p> <p>Policy Expiry Date: May 1, 2020</p>

POLICY

Thames Valley Family Health Team will offer its employees paid time off during the event of the COVID-19 Pandemic Emergency (World Health Organization declared or equivalent) when elementary schools and childcare closures commence. These days are to be used for providing care for an employee’s children or children for whom they are a guardian that are affected by COVID-19 related elementary school and childcare closures. The Family Caregiver Leave: COVID-19 Pandemic policy assumes that employees will actively seek alternative care arrangements and return to work at the earliest possible date.

ELIGIBILITY

This policy will be in effect during the COVID-19 Pandemic Emergency, when elementary schools and childcare providers are closed during regular operating hours, or until Policy Expiry Date. This paid leave will then be granted to employees who have caregiver obligations for their children, or children for whom they are a guardian that are affected by the school or childcare closure.

PURPOSE

Thames Valley Family Health Team strives to prioritize safety and wellbeing for all employees and their families during the COVID-19 Pandemic. Thames Valley Family Health Team will provide all employees with paid Family/Caregiver Leave to prevent of potential hardship where caregivers must be home to care for children who are not able to attend childcare or school due to closure.

ROLES AND RESPONSIBILITIES

Employees are expected to notify their immediate supervisor and People Services to request Family Caregiver Leave: Pandemic time off as soon as possible when an elementary school or childcare closure commences. Employees must submit leave request along with the information about dependents who are unable to attend elementary school or day care, the intended commencement date and return to work date of the leave. Employees must notify their teams of this leave AND update Outlook/EMR calendars to reflect availability.

Thames Valley Family Health Team (TVFHT) reserves the right to inquire as to the age of dependent, name of the school board or childcare provider and may require documentation to accompany the leave. For example, TVFHT may request the employee to complete a "Pandemic Leave Request Form" which will be sent to the employee by People Services outlining additional detail.

DEFINITIONS

"Childcare" consists of any paid or unpaid care given to a child of whom an employee is a guardian typically during the same hours that an employee is at work.

REFERENCES and RELATED POLICIES and PROCEDURES

TVFHT, Pandemic Response Policy