Absence Reporting Procedure

1. Purpose

This policy outlines the procedures for reporting and managing sick leave during the pandemic period, effective March 1, 2025.

2. Scope

This policy applies to all employees regardless of position or employment status. Special provisions apply for pandemic-related absences.

3. Pandemic Sick Leave Allocation

3.1 All employees are entitled to 14 calendar days of pandemic-related sick leave in addition to their standard sick leave allocation.

3.2 Employees with confirmed COVID-19 cases are eligible for an additional 7 days if required for recovery.

3.3 Documentation in the form of positive test results must be provided through the PRAM system.

4. Notification Procedure

4.1 Employees must report pandemic-related absences through the PRAM system as soon as symptoms develop or positive test results are received.

4.2 Managers will be automatically notified of team member absences through the system.

4.3 HR will monitor absence patterns to maintain appropriate staffing levels across departments