**Letter of Agreement**

**Between**

**The University of Victoria (UVic)**

**And**

**CUPE, Local 917**

**Re COVID-19**

The parties have a mutual desire to support the goals and direction of the Provincial Medical Health Officer to minimize the impact of COVID-19 on the campus community. The parties also recognize that, while the collective agreement provides for paid time away from work due to illness and other circumstances for most CUPE, Local 917 members, there may be some who do not have access to such or there may be circumstances not covered. Given that possibility the parties are agreed to the following, until UVic provides notice otherwise, in an attempt to mitigate against the transmission and effects of COVID-19:

1. Should an employee who does not have flu-like symptoms nonetheless self-isolate consistent with advice from the Provincial Health Office regarding those returning from certain locations or those having had close contact with someone who has been diagnosed with COVID-19 by laboratory testing, that employee will not lose pay and will not be required to access vacation, sick leave or banked overtime during such self-isolation.
2. Should an employee have flu-like symptoms and notify their supervisor of such that employee will be approved for sick leave without the need for medical proof of illness.
	1. Further to paragraph 2, employees placed on a medical leave of absence and who have access to a paid sick leave bank will draw down that paid sick leave bank for scheduled shifts for the duration of the illness.
	2. Further to paragraph 2, employees placed on a medical leave of absence and do not have access to a paid sick leave bank, or have exhausted their paid sick leave bank, will, nonetheless, not lose pay for scheduled shifts for the duration of the illness.
3. Employees who notify their supervisor that they must absent themselves from work in order to care a family member who has a confirmed case of COVID-19 will be placed on a leave of absence without loss of pay for scheduled shifts regardless of whether they have access to dependent care or emergency leave provisions.

The parties agree to keep this agreement confidential until they agree otherwise; that this agreement is without prejudice and precedent; and that it does not modify or change current practice with respect to the collective agreement.

Signed the \_\_\_\_9\_\_\_ day of March, 2020.

For the University For CUPE, Local 917

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Steve Gorham Steve Nixon

Director, Labour Relations Vice-President

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 Tony Ferreira

 Chief Steward