

Coding due to COVID
Effective November 27, 2020

Situation	Example	Coding	Pay
No symptoms, Isolating, CANNOT work from home	Morning classes needing a supply teacher to replace you	034 Quarantine	Full salary
Symptoms, CANNOT work from home	Morning classes needing a supply teacher to replace you	018 Illness	Sick days at 100% or 90% pay, See below for documentation details
Symptoms or No symptoms, CAN work from home	Afternoon virtual classes and online assistance periods where teaching is done remotely	190 Self-Isolation Not an actual absence	Full salary as you are working during this time; This appears to be a tracking mechanism rather than an absence code

Please note that all arrangements for absences and working from home must be coordinated with your Principal. It is only your Principal who is able to change your absence to the Quarantine code. Otherwise, absences will be under sick leave.

Documentation for sick days due to COVID:

If you have symptoms, your absence will be sick leave. You are advised to contact the Ability Management Department at shortterm.absence@ddsb.ca or (905) 666-6119/(905) 666-6112 to discuss your situation. If they are aware of your absence from the beginning, and have discussed it and tracked it with you, then you will not be required to provide the Abilities Form from your doctor to support your absence if it extends beyond two days. If, however, you are not in touch with Ability Management and your absence extends beyond two days, you will be expected to provide a suitably completed Abilities Form. Please note that the onus is on you to provide the form, not on the Board to request it. This means that the Board could ask for the form months after the fact and you would be expected to provide it or else have the pay for those days clawed back.

To be clear, for any COVID-related absence or alternate arrangements, you must contact your Principal. If you have COVID symptoms, you have to also contact Ability Management in the first day or two.