TTOCs and using ESA sick days – What you must do!!

Scenario: You are called for work in the evening/early morning but you are sick and cannot go into work.

Email from Susan Trower Oct 18th

You do important work every day in supporting students in our district and your ongoing efforts are appreciated!

Of course, there are times when you may be unable to work due to Illness.

A reminder to those in assignments, enter your '*Illness or Medical*' leave into the system as soon you determine you are unable to attend work due to illness. The dispatch system calls for replacements until 8:30 PM Sunday to Thursday and starts at 6:00 AM Monday to Friday. Entering your absence as soon as possible makes the system more successful in finding a replacement.

Replacement employees who are unable to work due to illness, to be paid sick leave per *Employment Standards Act*, you must either:

- listen to the end of the dispatch offer, decline due to *illness (1)*, email payroll with the date of dispatch call and advise that you declined due to illness, or
- If you have already accepted a dispatch, cancel the dispatch in the system and email the dispatch ID number to payroll. It is likely that the school will have reviewed the next day dispatches and will be expecting you. As a courtesy, contact the school and advise you have cancelled the dispatch due to illness.

TTOCs email to Vikas at payrollsostu@sd53.bc.ca and relief support staff email to Sabrina at payrollcupe@sd53.bc.ca.

Students and staff look forward to your return to work when you have no fever and feel healthy enough to participate in your usual work activities.

When you return to work, ensure you are not spreading a virus; continue to wash your hands often and/or use sanitizer, and use appropriate coughing etiquette.

When you are at work, it's okay to wear a mask to protect others or yourself.

Note: Illness or medical leaves are for your own illness only.