



Pandemic Absence Policy for Faculty

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1. Purpose

This policy provides guidelines and direction for addressing faculty absence and other related issues in the event of a pandemic.

2. Scope

This policy applies to all OCAD University (“OCAD U” or “the University”) faculty.

It is enacted in the event a flu pandemic, as defined in the University’s *Emergency Preparedness Plan*, is formally declared at OCAD U, but the University is still open and operational, or may be enacted by the University in advance of declaration of a pandemic.

If a pandemic has been formally declared at OCAD U, and the University is required to close entirely, more elaborate measures will be taken, depending on the length of the closure, and will be communicated to faculty via email as soon as possible.

This policy ceases being in effect upon a formal decision to declare the pandemic no longer present at OCAD U, or at such time as the policy is formally revoked by the University.

3. Policy

OCAD U recognizes a duty of care to all members of our University community to protect them and keep them safe from harm while on campus. A flu pandemic presents particular challenges in this regard, and therefore, requires specific consideration with respect to potential absences.

Business as Usual/Regular Operations

OCAD U remains open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work, except as outlined below.

Faculty members are encouraged to take responsibility in protecting their own health by following recommended sanitary practices, such as frequent hand-washing and use of hand sanitizer.

In the event they are ill with the influenza, are experiencing flu-like symptoms, or have been in direct contact with someone with the flu, faculty members are expected to not attend work, to minimize the risk of infection of others in the OCAD U community.

All faculty members are urged to use their own discretion in deciding whether they can safely commute to and attend work. While it is recognized that employees may require leave from work to care for ill dependents, it is expected that they make every reasonable effort to arrange such care before requesting leave for this purpose.

During a pandemic, faculty are expected to demonstrate flexibility in ensuring minimal disruption to the University's regular operations. If the University is required to maintain operations at reduced staffing levels, faculty may be assigned to alternate responsibilities either within their current departments or elsewhere in the University, in accordance with existing practices.

Each faculty member should have a plan in place for their potential absence from classes and, to the extent possible, consider available options in advance. Such options may include: arranging for a substitute instructor; alternate content delivery methods; extending deadlines; rescheduling class(es); or revising the schedule of course content.

The intent of the University is to maintain regular policies except as outlined below.

Reporting an Absence

In the event of a flu pandemic, a faculty member may require leave from work as a result of his/her illness or if the faculty member has been in direct contact with someone with the flu. Such employee is responsible for notifying their Chair and/or Associate Dean, and alerting the University to any exposure within the first hour of the workday, or as soon as possible thereafter. If direct contact with the Chair or Associate Dean is not possible, contacting Human Resources is the preferred alternative. In the event the Pandemic Absence Policy for Faculty is enacted, the requirement for medical documentation confirming an absence will be waived.

During a pandemic, supervisors (or designate) are required to notify the relevant Human Resources Administrator (Academic or Administrative Staff) of all faculty absences immediately.

Pay, Benefits and Leave Provisions

Faculty who require leave as noted above, or are unable to report to work in the event of an emergency closure, are expected to use applicable paid and/or unpaid leaves provided under established plans and policies.

A faculty member's pay will be maintained to the extent provided for under the applicable leave policies, which may include: occasional sick leave; leave for care of an ill dependent; short-term disability; long-term disability; compassionate care leave; emergency leave; and bereavement leave. A summary list of such applicable policies is available on the OCAD U website ([click here to access link](#)).

In administering the above policies, Chairs and/or Associate Deans, in consultation with Human Resources, may use discretion and flexibility given the extraordinary circumstances surrounding a pandemic. Special consideration will be given on a case-by-case basis.

In cases where these benefits do not apply or an employee has exhausted these options, the faculty member may be eligible for benefits under the Employment Insurance Act, the Employment Standards Act and/or other government legislated benefits.

Return to Work

All OCAD U faculty have a responsibility to make every effort to ensure that they return to work in a state of health and well-being which will not endanger others and will enable them to perform their work to the best of their abilities. While the requirement for medical documentation confirming an absence will be waived in the event of a pandemic, faculty are responsible for obtaining the appropriate supervisory approval, medical clearance and/or documentation to support their safe return to work.