



The Human Resource
Management Association
of Jamaica



March 11/2020

HRMAJ recommends the following workplace considerations for managing Sick Leave in relation to COVID-19 or other Pandemic.

- Normal sick leave according to the law should be first applied.
- That consideration be given to allowing employees to utilize unused portions of sick leave entitlement from previous periods.
- That employees be allowed to submit medical certifications for COVID-19 after safe-return to work or 10 working days, whichever is earlier.
- That in order to further address needs for extended sick leave, that the current practice of some local and foreign employers, who do this through a formal Short-Term Income Protection Policy, be considered. This kind of policy provides salary protection in the case of certified illness-absences and associated complications, for up to a defined extended period ranging up to several months.
- That employees be formally entitled to use flexible work schedules, Work from Home or job sharing, in meeting the medical or other pressing needs of family members. In this regard consideration could be given to allowing employees to donate unused leave to other employees, where extended absences are needed for personal and family reasons (eg child care related to school closures or illness).
- That Special Leave be provided for employees who are under imposed quarantines/isolation, in relation to COVID-19.
- That Special Family Leave entitlements be provided for well-care checkups or care of the employee's spouse, children or parents, or a person for whom the employee has a caretaker responsibility, when the employee's presence is necessary.
- That employers request medical certifications for return to work after a COVID-19 illness absence.

NB: an employer's "ability to pay" for special leave recommendations has to be considered. Where unavoidable, employers may need to negotiate with employees for the use of a mix/blend of Sick Leave utilization, Vacation and Special Leave where an employee has to be away for Covid-19 related reasons, but use of vacation is not recommended for certified illness ".

Lois C.A. Walters
President

Michael McAnuff-Jones
Vice-President

Suite #3, Mid Spring Plaza,
134 Constant Spring Rd.,
Kingston 8
Tel.: (876) 925-9564, 925-1010
Fax: (876) 969-7229
Email: hrmaj@cwjamaica.com
Website: www.hrmaj.org

Board of Directors

Lois Walters
President

Michael McAnuff-Jones
Vice President

Leodis Douglas
Secretary

Karl Williams
Finance

Melissa Anderson
Colin Barnett
Carlene Chin
Colin Ebanks
Darlene Jones
Dr Lois Parkes
Dr Dayton Robinson
Colinnette Wilson