

EMPLOYEE SELF-DECLARATION

The **Employee Self-Declaration Form** has been created to meet mutual responsibilities in taking reasonable care to protect the health and safety of yourself and others in the workplace.

Please complete the form if you are absent due to COVID – 19 and/or related reasons.

Name _____ Phone Number _____

Email _____ Department _____

What dates will you be missing work? _____

Brief statement on the reason for absence:

Have you travelled outside Canada and returned on or after March 12, 2020? Yes No

Name of the area visited (country, province/state, city): _____

Dates of travel (arrived on / returned on): _____

Have you been in close contact with a person diagnosed with, or suspected of being infected by, COVID-19? Yes No

What is your relationship with this person: _____

Do you live in the same home: Yes No

What was the last date of contact: _____

Have you experienced any of the following symptoms?

Fever: Yes No Cough: Yes No Difficulty breathing: Yes No

Date the symptoms first appeared: _____

Please advise if you are requesting use of your College sick time, time in lieu bank, vacation entitlement, and/or personal circumstance leave, or if you are working from home:

Optional Section: Will you be applying to EI for a leave under the Employment Standards Act (i.e. Care of Health of a child or immediate family member, compassionate care leave):

In making my declaration, I confirm and acknowledge the following:

The details as set out in this declaration are true and accurate.

Date of Declaration: _____ Is this your first time using this form? Yes No
MM/DD/YYYY

In order to return to the workplace from sick leave, I will seek advice and a clearance to return work from 811, a public health authority/office or my physician.

Human Resources reserves the right to request additional supporting documentation and may require more detailed documentation in the event of repeated requests.

The submission of the declaration does not ensure the granting of pay for such absence; such a determination will be made by Human Resources.

Please email form to HR@cnc.bc.ca

