
Frequently Asked Questions

Single Site Staffing

December 2, 2021

Definitions

“Previous Employer” is the employer(s) where you had held a permanent position or had casual status prior to being restricted to working at a single site. You continued to be an employee of your previous employer, but are considered to have been on a leave of absence as a result of the single site restriction.

“Previous Position” is the position(s) that you held prior to being restricted to working at a single site.

“Single-site Employer” is the employer you worked for under the single site restriction.

Timeline

- **December 9, 2021:** Employers/operators communicate with staff who are on a single site leave of absence asking them to advise whether they wish to return to their positions or casual status.
- **December 23, 2021:** Deadline for staff on a single site leave of absence to notify their previous employers as to whether or not they intend to return to their previous worksite(s).
- **December 24, 2021 – January 21, 2022:** Employers/operators work with their staff on a single site leave of absence to answer associated questions and revise staffing schedules.
- **January 24, 2022 – January 31, 2022:** Employers/operators share the schedules with their staff. Updated schedules take effect February 16, 2022.
- **February 16, 2022:** System-wide - staff no longer are restricted to working at a single site but are permitted to work at multiple sites. This includes staff who previously did so and other staff who would like to have this work arrangement.

FAQs

Why is it taking so long to lift the single site staffing restriction?

Winding down the single site restriction is quite complicated and requires careful consideration of all of the complex issues associated with allowing staff to be able to return to work at multiple sites due to the single site restriction. Alberta Health is working with Alberta Health Services and facility operators to facilitate a fair and efficient process to permit staff to be able to return to working at multiple sites.

When can I return to my previous position(s)?

As of February 16, 2022, you will be able to return to your previous position(s) so long as you notify your previous employer(s) that you intend to return to your position(s) using the Notice of Intent to Return from Leave of Absence form.

Once your previous employer(s) receives your Notice of Intent to Return from Leave of Absence form, your employer can start revising schedules and will be in touch with you.

Note: all employers should be contacting employees on leaves of absence to ask whether they intend to return to their position. However, if you do not hear from your employer(s), please reach out to them.

Can I go back to my previous position(s) earlier than February 16, 2022, if my employer is ready?

No, by having everyone on a single site leave of absence returning to their previous position(s) on the same date, it will ensure that all staff return to their pre-pandemic positions in a fair and coordinated way.

We recognize the need for staff to be trained/re-oriented before returning to their previous position(s). Additional information will be provided by your employer as planning continues.

What if I change my mind after I give notice to return (or not to return) in December 2021, but before February 15, 2022?

Job protection will continue for those employees who are on a leave of absence until February 15, 2022. If you communicate with your previous employer(s) that you intend to return from your leave of absence then subsequently change your mind before February 15, 2022, please ensure that you notify your previous employer(s), in writing, as soon as possible, to minimize the impact on employers and other staff as schedules are revised.

If you decide not to return from your previous position(s), you must notify your previous employer(s) of your decision to not return on your Notice of Intent to Return from Leave of Absence form and submit the form to your employer(s) on or before December 23, 2021. The employer(s) that held your position will process your resignation according to normal procedures within that organization.

What if I do not want to return from my leave of absence and just want to stay working at my new single site employer?

If you decide not to return from your previous position(s), you must notify your previous employer(s) of your decision to not return on your Notice of Intent to Return from Leave of Absence form and submit the form to your employer(s) on or before December 23, 2021. The employer(s) that held your position will process your resignation according to normal procedures within that organization.

You can continue working with your single site employer if the single site employer offers you continued employment; and you accept the offer on or before February 15, 2022.

What if I want to return to my previous employer(s) but do not want to continue working for my single site employer?

You must notify your previous employer(s) by indicating this on your Notice of Intent to Return from Leave of Absence form before December 23, 2021.

In addition, you should submit a formal resignation to your single site employer. Your single site employer will process your resignation according to normal procedures within that organization.

What if I do not provide my Notice of Intent to Return from Leave of Absence form before February 15, 2022?

If you do not provide written notice of whether you intend to return to your previous position(s) on or before February 15, 2022, your employment at your previous employer(s) will end on February 16, 2022.

What happens if I am also currently on an extended leave from my single site employer (i.e. long-term illness; maternity/parental; leave without pay; etc.)?

Your leave of absence because of the single site restriction with your previous employer(s) will end and you must notify your previous employer(s) in writing of your leave of absence (not related to the single site restriction) and provide any documentation you have to support your leave. Previous employers will contact employees to discuss their status and will not unreasonably deny a leave of absence.

Can I work extra casual hours for my previous employer(s) before February 16, 2021 if the site has an exemption to single site staffing?

Yes, if all the sites you are working at have an exemption to Chief Medical Officer of Health (CMOH) Orders or once the Orders are lifted.

What if I want to work casual with my previous employer(s) instead of going back to my position?

You will need to discuss this with your employer(s).

What if I would like to work more (or less) with my previous employer(s) than what I was working before the pandemic?

You are entitled to return to your FTE position. If you want to work more or less hours, you will need to discuss this with your employer(s).

Will I be eligible for an increase to my pay at my previous position(s), given how much I worked at the other site during the pandemic?

You are entitled to any wage increases in accordance with any employment agreements, collective agreements or workplace policies that apply to your previous position(s).

Will I be eligible for an increase to my pension at my previous position(s) given how much I worked at the other site during the pandemic?

Your collective agreement and pension and tax regulations will determine the extent to which your accrued pension benefits are affected for this period.

For employees returning to a site with a registered pension plan (e.g. LAPP), you will need to contact your pension provider to see what options are available for your particular circumstances.

Will I be eligible for a paid sick leave at my previous position(s) given how much I worked at the other site during the pandemic?

Accumulated sick leave with your previous employer(s) when you went on a leave of absence will be still be available to you upon returning to work for your previous employer(s). You will not be able to use sick leave you earned with one employer with another employer, which is not a change from when you were previously working for two employers.

Will I be eligible for a vacation leave at my previous position(s) given how much I worked at the other site during the pandemic?

Your annual vacation entitlements must be at least equivalent to what you were entitled to receive prior to the single site order. You are also entitled to any increase in vacation entitlement under employment agreements, collective agreements or workplace policies that apply to their previous position(s).

If you had accumulated vacation with your previous employer(s) that was not paid out, nor used, it will still be available.

Scheduling vacations will be determined by collective agreements and the terms and conditions of employment where you work. If the hours you worked make you eligible for additional vacation, you will start to earn vacation at the higher rate upon your return to your previous employer(s).