



The ELECTRICAL CONTRACTORS' Association of Ottawa

FILLING OUT RECORD OF EMPLOYMENT AS A RESULT OF COVID - 19

If your employees are directly affected by the coronavirus (COVID-19) and they are no longer working, you must issue a Record of Employment (ROE).

When the employee is sick or quarantined, use code D (Illness or injury) as the reason for separation (block 16 on the ROE). Do not add comments.

When the employee is no longer working due to a shortage of work because the business has closed or decreased operations due to coronavirus (COVID-19), use code A (Shortage of work). Do not add comments.

When the employee refuses to come to work but is not sick or quarantined, use code E (Quit) or code N (Leave of absence), as appropriate.

Avoid adding comments unless absolutely necessary.