

## School board approval of COVID-19 emergency leave

With approval by the Superintendent, after leave entitlements have been exhausted under the Federal Families First Coronavirus Response Act, emergency leave may be granted to employees for the 2020-2021 school year, on a day-by-day basis for full-time or full-year contract certified and classified employees as needed for the following reasons related to the COVID-19 pandemic:

Beginning with the Feb. 22, 2021, board approval date through June 30, 2021, employees are entitled to up to two (2) weeks (10 days) of emergency COVID leave if are unable to work or telework because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19; or
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. is caring for a member of the immediate family subject to or advised to quarantine as described above; or
5. is experiencing another substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor
6. Is caring for a minor child because the child's schools or daycare is closed or the child's daycare provider is unavailable due to COVID-19 precautions.

To demonstrate eligibility for the leave, the employee shall provide proof of COVID-19 testing or other suitable documentation for the circumstances. Employees should seek clarification from the Financial Accounting and Benefits Department if they have questions regarding the total amount of leave and pay available to them.

This paid leave may be taken if there is work available for the employee to complete and the employee is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave that an employee may already be entitled to (e.g. existing sick leave, regular emergency leave, personal leave or vacation leave). Employees are not required to exhaust any other paid leave benefit to utilize this new category of paid emergency COVID leave.

For avoidance of doubt, employees will only be permitted up to two weeks ("up to 80 hours or 10 work day") of their regular weekly pay per school year, regardless if the employee took that leave under aforementioned FFCRA Leave policy or the Local Covid-19 Leave policy.

This policy will be in effect from the board approval date through June 30, 2021, unless the Board takes action to extend it. If the state or federal government issues a mandate for COVID-19 related leave after adoption of this Local COVID-19 Leave policy, such mandated leave will replace this policy entirely and this policy simultaneously will expire.

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**Policy: 01.11 (General Powers and Duties of the Board)**