

COVID-19 Leave Policy

Eligibility and Amount of Leave Available: The District shall provide up to 10 days (80 hours) of paid COVID-19 Leave ("Benefit") if an employee is sick and has to isolate due to COVID-19 during the 2021-2022 school year (July 1, 2021 to June 30, 2022). This Benefit shall be prorated for part-time employees based on the number of hours they are regularly scheduled to work as compared to a 40-hour-a-week full-time schedule. This Benefit is not available for substitute employees, limited-term employees, coaches, and extracurricular advisors.

Using the Benefit: To request use of the Benefit going forward, employees should contact _____.

Any employee who had a positive COVID-19 test or diagnosis and had to isolate due to COVID-19 on or after July 1, 2021, but prior to the implementation of this policy, should contact _____.

Documentation: To qualify for the Benefit, the employee must submit proof of a positive COVID-19 test result or diagnosis of COVID-19 in a form deemed acceptable to the District. The duration of any isolation period for purposes of this Benefit will be determined based on the District's COVID-19 protocols in effect at the time of the positive COVID-19 test or diagnosis.

Vaccination: To qualify for this Benefit, an employee must have been fully-vaccinated for COVID-19 as established by the CDC at the time the employee received the positive COVID-19 test result or diagnosis. Proof of vaccination in a form acceptable to the District may be requested by the District in order for an employee to receive this Benefit.

Employees who cannot receive a COVID-19 vaccine due to disability or sincerely-held religious beliefs can contact _____ to discuss a potential accommodation to this vaccination requirement. After receiving such an accommodation request, the District may request supporting information or documentation from the employee consistent with applicable law.

If an employee is unvaccinated and does not receive an accommodation based on disability or sincerely-held religious beliefs, the employee does not qualify for this Benefit.

Other: The District has the sole discretion to determine whether an employee qualifies for this Benefit and the amount of any such Benefit.

The District Administrator shall have the right to terminate this Benefit at any time in the District Administrator's sole discretion.

The Benefit does not replace leaves and accommodations afforded under the law.

Employees will not be paid for any amount of unused COVID-19 Leave upon separation from employment or at the termination or expiration of this Benefit. Any unused COVID-19 Leave will not roll over past the termination or expiration of this Benefit.

This Benefit cannot be used to cover time spent quarantining after potential close contact to someone with COVID-19, nor can it be used to cover time spent caring for someone else due to COVID-19 related circumstances.

Commented [BG1]: Think through the logistics of administering the policy, particularly retroactively. You will need to gather information to verify past positive results, if you didn't gather that information at the time of the positive test/diagnosis.

Commented [BG2]: Do you want to limit this to PCR tests (the type that takes a couple days for lab results to come back)? As worded, any type of COVID-19 test would be sufficient.

Commented [BG3]: If you decide not to make vaccination status a requirement of this Benefit, just remove this highlighted section.