Q: What documentation is required for staff to utilize COVID-19 leave?

A: Such documentation may include, but is not limited to, any of the following:

1. Documentation or official notification that the individual must quarantine from DPH/Healthcare provider.
2. Documentation of being seen by a healthcare provider.
3. Documentation of a COVID-19 test results from requested leave time period.
4. Documentation that the employee is required to care for their child whose place of care is closed for COVID-19 related issues.

Q: If an employee is required to quarantine due to COVID-19 or exposure to COVID-19 is he/she permitted to work remotely?

A: Yes, if an employee falls under any one of the six permissible reasons for COVID-19 leave, they may be eligible to work remotely for ten days in lieu of using said COVID-19 leave. These individuals must seek approval and be authorized to work from home by their supervisor. Approval must be communicated to the Department of Human Resources by emailing the COVID-19 Leave mailbox as soon as practicable. If the employee is a teacher, a substitute will be requested. If no substitute is available then internal coverage will be utilized to cover the teacher’s students. Please note that some jobs cannot be carried out remotely. The District is under no obligation to grant remote work to any employee.

Q: When is the employee expected to return to work?

A: Once the employee provides a clearance note to the Department of Human Resources, the employee is expected to return to in-person work. The ten days of emergency leave available is only needed if the employee cannot work. Since remote work is considered work, COVID-19 leave is not activated and is still available should it be needed by the employee. Employees requesting to work remotely beyond the 10 workday period due to extenuating circumstances will need to contact Human Resources.

Q: If an employee is required to quarantine due to COVID-19 or exposure to COVID-19 and the employee is granted remote work, does anything related to attendance need to be entered into Data Service Center (DSC) for the employee?

A: Yes. The absence needs to be recorded into Data Service to fill the position with a substitute. Once remote work is approved, the day will be returned to the employee.
Q: If an employee is required to quarantine due to COVID-19 or exposure to COVID-19 and the employee is not able to work remotely either because the job itself does not permit or the Supervisor does not permit, what should happen?

A: An employee who is quarantining and is either unable to work remotely or has not been authorized to work remotely will have up to ten workdays available to them. The employee should submit a COVID-19 Leave Request Form along with relevant documentation to the COVID-19 Leave mailbox as soon as practicable. Once the form has been received and approved by Human Resources, a communication will be sent and the time will be changed from sick leave to COVID-19 leave.

Q: If an employee previously used their FCCRA leave days by June 30, 2021, are they still eligible for COVID-19 leave days?

A: Yes.

Q: Do FCCRA leave days carry over?

A: No, those days no longer exist.

Q: When is the emergency paid sick leave provision set to expire?


Q: If an employee, supervisor or secretary is in need of any forms or has any questions at all regarding any leave options, attendance tracking, etc. who should they contact?

A: Employees should contact Human Resources.