Pursuant to the memorandum issued by OMB Director, Cerron Cade, on September 7, 2021 (“Memorandum”), the Caesar Rodney School District (“District”) elects to participate in a COVID-19 Leave Extension (the “Leave”) program in accordance with, and as provided by, the Memorandum.

I. PROCEDURE PURPOSE STATEMENT AND SCOPE:

This Procedure provides details on the continued implementation of Leave afforded to full- and part-time District employees as well as coaches and casual/seasonal employees (each a “Covered Individual”). This Procedure supersedes any prior policy concerning the subject matter of the Memorandum.

II. DEFINITIONS AND ACRONYMS:

- **Child** – A “son or daughter” is a Covered Individual’s own child, which includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom a Covered Individual is standing in loco parentis – someone with day-to-day responsibilities to care for or financially support a child. A “son or daughter” is also an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

- Eligible family members are defined as children under the age of 18, parents, spouse or domestic partner or any other relative or individual who regularly resides in the employee’s household.

- **COVID-19** – New strain of coronavirus that had not been previously identified in humans prior to the global pandemic.

III. PROCEDURE:

The District will provide qualifying Leave as set forth herein effective retroactively from July 1, 2021 for twelve month employees and August 18, 2021 for ten month employees, through December 31, 2021. No Leave will carry into January 2022, unless a continuation is authorized by the State of Delaware.

- Leave – A Covered Individual is entitled to ten workdays of COVID-19 Leave.

The individual’s use of Leave may be approved as a result of one or more of the following:

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 (as used in the Family Medical Leave Act regulations) to self-quarantine due to concerns related to COVID-19.

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3. Is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; or are experiencing symptoms due to a side effect to the vaccine/booster shot.
4. Is caring for their Child whose school or childcare is closed or otherwise unavailable due to COVID-19.
5. Is caring for an immediate family member or someone who regularly resides in the Covered Individual’s home. This arises only when the relationship creates an expectation of care for the person in a quarantine or self-quarantine situation, and that individual would depend on the Covered Individual for care during the quarantine or self-quarantine. This Leave does not apply to caring for someone with whom the Covered Individual has no relationship who is affected by 1), 2), or 3) of this Policy section.
6. Has been exposed to COVID-19 and is seeking or awaiting the results of a test for COVID-19.

IV. DOCUMENTATION:

Absence will be recorded as sick leave until documentation is provided and approved. COVID-19 Leave Forms may be obtained through the District Staff Portal.

V. CALCULATION OF PAY AND CONCURRENCE WITH FMLA:

Pay for part-time, hourly and casual/seasonal Covered Individuals eligible for Leave is calculated on the average number of hours a Covered Individual works. This calculation will be used to determine the regular earnings amount(s) to be paid to the Covered Individual for Leave, averaged over the prior 13 pay periods (six months). Leave in all cases will run concurrently with FMLA.