

USD 262 LEAVE GUIDELINES AND PROCEDURES DURING SCHOOL CLOSURE

All employees are entitled to the leave earned for the 2019-2020 school year.

Normal leave policies and procedures remain in effect.

Leave must be entered for all absences that occur during scheduled work times.

In addition to USD 262 earned leave, the federal Families First Coronavirus Relief Act (FFCRA) is available to employees who are affected by COVID-19.

The FFCRA includes up to 80 hours of Emergency Paid Leave or Reduced Emergency Paid Leave; and up to 12 weeks (10 weeks paid at reduced rate) of Emergency Family Medical Leave.

Emergency Paid Leave provides fully paid leave for employees who cannot work or telework if an employee is 1) under a federal, state, or local quarantine or isolation order, 2) has been advised by a health care provider to self-quarantine, or 3) is experiencing symptoms of COVID-19 and are seeking medical diagnosis.

Reduced Emergency Paid Leave provides sick leave at two-thirds of the employee's regular daily rate of pay for employees who cannot work or telework because they are 1) providing care for an individual who is under quarantine, has been advised by a health care provider to self-quarantine, or is experiencing symptoms of COVID-19, 2) providing care for a son or daughter under 18 whose school or daycare is closed due to COVID-19 precautions, or 3) any other substantially similar condition specified by the Secretary of Health and Human Services.

Emergency Family Medical Leave (FMLA) is available to employees who have been employed for at least 30 days prior to their need to use the leave.

Under Emergency FMLA Leave, after the employee has used two weeks of leave that qualifies for FFCRA, the employee can receive 10 weeks of paid sick leave at two-thirds of their daily rate of pay.

*There are limits to the amount of pay an employee can receive under the FFCRA.

Employees can choose to use FFCRA leave before using USD 262 earned leave, or they can use USD 262 earned leave first.

Employees can use USD 262 earned leave in combination with FFCRA leave so as not to have a reduced paycheck.



ENTERING LEAVE IN SKYWARD

For leave that does not fall under the FFCRA parameters, normal leave procedures are used.

Should you fall under the parameters of the FFCRA, these steps will be followed:

1. Inform your principal/supervisor and Dr. Bonner. You may be required to provide documentation from your health care provider.
2. Dr. Bonner will inform payroll, who will add the appropriate leave codes to your Skyward account.
3. Payroll and/or HR will contact you regarding leave options to consider, proper leave codes to use, and to answer any questions you may have.
4. Determination will be made as to who is responsible for entering leave that falls under FFCRA.