

# ADA CITY SCHOOLS

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## Ada City Schools Employee Leave Options

According to school policy, the following leave options are available to Ada City School employees as needed:

- **Families First Coronavirus Relief Act: (Must complete on-line application)**
  - The FFCRA provides a one-time paid sick leave of 80 hours or 10 days of average hours worked for two-weeks. This Act is set to expire December 31, 2020. All employees are eligible and cannot be required to take other sick leave before the federal leave. Federal leave cannot be accrued.
  - **By FFCRA regulations an employee will receive full pay for any of the reasons below:**
    - Employee is required to be quarantined or isolated by a federal, state, or local order due to COVID-19.
    - Employee has been advised by a healthcare provider to self quarantine due to COVID-19.
    - Employees are experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - **By FFCRA regulations an employee will receive no pay for the first 10 days and then  $\frac{2}{3}$  pay for 10 weeks for any of the reasons below:**
    - Employee is caring for a child because the school or place of care for the child has been closed or childcare is unavailable due to COVID-19 precautions.
    - Employee is caring for an individual who is subject to an order to be quarantined or isolated.
    - Employee is experiencing a similar condition, specified by the Secretary of Health/Human Services, in consultation with the Secretaries of Treasury and Labor.

**An application for FFCRA may be found on the Ada City Schools website.**

- **Sick Leave:**

- Each employee accrues ten (10) days of paid sick leave each year.
- Support Employees will accrue one (1) sick day on the last day of the month.
- Unused sick leave accrues from one year to the next up to 60 days.
- Unused sick leave above 60 days goes towards the 120 days of accumulated sick leave for state benefits and retirement purposes.

**After exhausting the above referenced leave, a certified employee shall receive twenty (20) days of additional sick leave at the cost of a sub (\$55/day) per state statute**

- Does not apply to support employees
- Noncumulative

- **Personal Leave:**

- Each employee is provided five (5) personal days per year.
- Will be charged the cost of a sub (\$55/day).
- Noncumulative.
- If an employee uses more than five (5) personal days during the year, employee will be charged a FULL DAY OF PAY.

- **Emergency Leave:**

- Each employee is provided three (3) emergency leave days.
- To be used in accordance with our policy DEC-R4:
  - Situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention
  - Funerals not covered in the personal illness and bereavement leave policy
  - A mandatory appearance under service of process or order of a court of law
  - Accidents or disasters in the immediate family involving real or personal property that requires immediate attention
  - Will not be charged the cost of a sub
  - Noncumulative

**Note:**

**An employee may be required to submit appropriate documentation concerning the cause of their absence in order to qualify for sick leave benefits. This evidence may be requested by the Principal, immediate supervisor, or the Superintendent.**

## Frequently Asked Questions: Leave Policy

### **What happens if I get COVID-19 or am symptomatic?**

If an employee is exhibiting symptoms, they should be isolated, sent home, and encouraged to get tested. According to the SDE, employees who test positive for the virus will be required to be isolated and prohibited from returning to school for 10 days. Before returning the employee must be without fever for 48 hours and all symptoms have improved or are non-existent. If an employee has had known close contact with someone who has tested positive for COVID-19, they will be quarantined for 14 days.

### **Do I have to use my own leave if I become ill or have to quarantine due to COVID-19?**

The Families First Coronavirus Response Act (FFCRA) allows for a one time leave of up to two weeks for any employee with a COVID-19 related situation. The FFCRA went into effect on April 1, 2020 and applies to all public-school employees; however, it is set to expire December 31, 2020. The FFCRA provides 80 hours (2 weeks) of leave for any full-time employee with a COVID-related situation as defined by the federal act. Employees do not use their accrued leave when they qualify for FFCRA. Leave for the care of family members impacted by COVID-19 is also covered by FFCRA.

An application for FFCRA can be found on the Ada City Schools website.

### **What kind of leave is provided by the FFCRA?**

**Paid Sick Leave:** Two weeks of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is isolated, quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis

**Caregiver Leave:** Two weeks of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

**Extended Family Medical Leave:** Up to an additional 10 weeks of paid extended family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

### **Can the Ada City School District require me to stay home if they suspect I am infected or have been exposed?**

If a school district has a reasonable belief, based on objective evidence, that an employee poses a direct threat to the health and safety of others, a district can likely make the employee stay home. Again, to be reasonable, the belief must be based on actual evidence, not mere concern, even if it is in good faith. Evidence that an individual traveled to an area of quarantine or had actual contact with an infected individual or individuals could be the basis for a reasonable belief of a direct threat.

**What if I do not have a documented medical condition, but I do not feel comfortable returning to work at my site?**

While we certainly understand the impact of COVID-19 on entire families and the additional stress these difficult situations create for our workforce, we cannot accommodate every employee's unique family circumstances. Generally, a district is not required to allow a staff member to be absent simply due to that staff member's concern regarding an illness. However, if a staff member has a condition that would make an illness such as the coronavirus particularly dangerous, such as a person with a compromised respiratory system, that employee should seek medical advice. A medical care provider could require the employee to stay home due to concerns relating to COVID-19, which may trigger the leave provisions of the FFCRA and applicable sick leave. In all cases, a staff member would be required to have a medical care provider to attest to being absent from school due to health reasons and/or concerns related to COVID-19. Personal concerns will not be a sufficient reason to remain at home; however, there are options employees may wish to explore to diminish their family members exposure to COVID-19

**Why do employees need to provide medical documentation to personnel?**

Employee use of accrued sick leave for any illness and especially for COVID-19 related conditions is expected and encouraged. As outlined in Policy DEC-R1, "any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits".

- **Appropriate evidence may include the following:**
  - Physician's statement endorsed by the employee.
  - Employee statement endorsed by the Principal or immediate supervisor.
  - Copies of claim submitted for insurance benefits.
  - Other information as may be indicated by the circumstances.

**I am a support employee. Is my pay protected in the event of another shutdown or quarantine?**

At the end of last school year Gov. Kevin Stitt issued an executive order allowing payment of support employees despite school closures. The Governor may do so again for the 2020-2021 school year but has not yet issued a similar order. If you are a 10-month employee paid on a 12 month payroll schedule, your district may be able to continue to pay you for amounts you have already earned but not yet been paid during times you are not allowed to work. Our hope is that, in the case of a shutdown, we will transfer to distance learning and all employees will report to their school sites.