

Adopted: September 28, 2020

Revised: _____

499 BCCS COVID-19 Supplemental Sick Leave

Objective and Purpose

In light of the COVID-19 pandemic outbreak, as declared by U.S. Centers for Disease Control and Prevention (CDC), the following COVID-19 Supplemental Sick Leave policy applies to all employees.

This leave policy is above and beyond what is provided under the school district's paid leave time benefits, including sick leave. Employees who qualify for COVID-19 Supplemental Sick Leave will not be required to use other leave time benefits, with the exception of leave provided to the employee under the federal Families First Coronavirus Response Act. The use must be related to illness arising from the COVID-19 pandemic.

Policy

The School Board authorizes the establishment of COVID-19 Supplemental Sick Leave, hereinafter known as "pandemic leave." Employees may access pandemic leave for their own or for an immediate family member's illness related to COVID-19. Pandemic leave is for the benefit of eligible participating employees without regard to salary pay plan and/or funding source.

COVID-19 Supplemental Sick Leave Time

The pandemic leave will be handled in the order listed below:

1. Employees will be required to use any specific federal leave, including leave granted to employees under the federal Families First Coronavirus Response Act, as related to the COVID-19 pandemic, for their paid time off when absent for pandemic reasons.
2. After any specific federal leave related to COVID-19 is exhausted, the employee may request pandemic leave under this policy.
3. Once an employee is off for more than 5 days, they will need to be placed on FMLA, if they are FMLA eligible. An employee's use of pandemic leave will run concurrent with the employee's use of FMLA leave. As provided by law, the district will determine whether an employee's leave will be designated as FMLA leave.
4. Once an employee has exhausted his or her pandemic leave under this policy, the employee, if eligible, may use any accrued and remaining paid leave time benefits provided by the district.

Pandemic leave is not accruable, is not transferable to other employees, and has no cash value upon separation or termination of employment.

Confirmed Infection of an Employee

When an employee tests positive for COVID-19 and is unable to perform his or her work, as determined by the district, the employee is entitled to pandemic leave. The amount of leave cannot exceed a maximum 720 hours per COVID-19 infection. The amount of time approved for employees scheduled to work less than forty (40) hours a week shall be prorated based on average scheduled hours. Employees will receive full pay for their normally scheduled work hours until a medical care provider has authorized their return to work. Each employee using pandemic leave will be required to provide written documentation from a medical care provider. If the illness extends beyond ninety (90) days, employees eligible for the district's Long-Term Disability (LTD) plan may qualify for LTD benefits. All plan provisions for LTD will apply.

When an employee tests positive for COVID-19 but is well enough and able to perform his or her work, as determined by the district, the employee must work remotely and is not entitled to pandemic leave under this provision.

Suspected Infection of an Employee

When an employee who has symptoms of COVID-19 and is asked to leave work due to symptoms subsequently tests negative for COVID-19, the employee will be paid in full for his or her normally scheduled work hours in the amount of time it took for the employee to obtain the necessary medical examination and/or COVID-19 test, not to exceed ten (10) days.

Employee Subject to a Quarantine Order

When an employee has been advised by a health care provider to self-quarantine related to possible exposure to COVID-19, or the employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19, the employee is entitled to up to ten (10) days of pandemic leave. The employee shall receive full pay for his or her normally scheduled work hours. Documentation from the employee's health care provider confirming the reason for the employee's absence will be required in order for the employee to receive pay for his or her pandemic leave under this provision.

Care of an Immediate Family Member with a Confirmed Infection

When an employee is responsible for the care of an immediate family member who has tested positive for COVID-19, the employee is entitled to up to ten (10) days of pandemic leave. The employee will receive full pay for her or his normally scheduled work hours. Documentation from the employee's health care provider confirming the reason for the employee's absence (i.e. a confirmed case of COVID-19 in the employee's immediate family member) will be required in order for the employee to receive pay for his or her pandemic leave under this provision.

"Immediate family member" includes an employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. To qualify for pandemic leave under this provision, the employee must be responsible for and actually caring for his or her immediate family member.

Submission of Request for Pandemic Leave

The employee can request pandemic leave in Skyward. Appropriate documentation, as outlined above, will need to be received in order to process the pandemic leave pay. Employees will be placed on leave without pay status pending the receipt of documentation supporting the request for pandemic leave.

Health Insurance Benefits during COVID-19

An employee's access to coverage under the School District's group health insurance plan will not be removed as the result of a reduction of regularly scheduled hours due to lack of work or the employee being exposed to, infected by, or quarantined relating to COVID-19, provided that the employee is still eligible for coverage as determined by the group health insurance provider. The School District's premium payment for the employee's coverage will be determined according to the terms of the applicable collective bargaining agreement or policy.

Modification of Pandemic Leave

The school district reserves the right to discontinue pandemic leave benefits for anyone who misuses the benefit. Abuse of this policy will result in disciplinary action.

The school board reserves the right to revise this policy without notice due to the changing conditions of the COVID-19 pandemic.