

# South Panola School District

## **COVID-19 FAMILY CARE LEAVE POLICY**

***Overview & Effective Dates.*** The District adopts this policy to provide eligible employees with COVID-19 Family Care Leave under certain conditions. This policy is effective only from April 1, 2021 to June 30, 2021

***Eligibility.*** Employees who have been employed by the District for at least 30 calendar days as of the date the employee needs to take leave under this policy are eligible for COVID-19 Family Care Leave.

***Reason for Leave.*** COVID-19 Family Care Leave is limited to circumstances where the employee is unable to work or telework (telework is working remotely from home, but is only an available option if the District has determined the employee can complete his or her job duties remotely) due to the employee’s need to care for the employee’s child because the child’s school or place of child care has been closed due to a public health emergency or the child’s child care provider is unavailable because of COVID-19.

***Definitions.*** A “child care provider” means a person or entity who receives compensation for providing child care services on a regular basis, such as a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under state law, or is a family member, friend, or neighbor who regularly cares for the employee’s child even without compensation or a license.

A child care provider is “unavailable because of COVID-19” because he or she is subject to a to a federal, state, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine because of COVID-19 or is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

The employee’s “child” includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* towards the child. For purposes of Emergency Extended Family Leave, the term does not include any individual age 18 or over, unless the individual is incapable of self-care because of mental or physical disability.

The term “public health emergency” means an emergency with respect to COVID-19 declared by a Federal, State or local authority.

***Maximum Length of Leave.*** Eligible employees may take up to 12 weeks of COVID-19 Family Care Leave during the effective dates of this policy.

***Form of Leave.*** COVID-19 Family Care Leave may be taken on an “intermittent” basis. Employees are encouraged to work with management on scheduling work days and leave days to the extent possible.

***Requesting/Certifying Leave.*** Any employee who needs COVID-19 Family Care Leave must provide notice as soon as possible and must provide information to certify the reason for the leave. Normal call-in procedures apply to all absences from work. The notice of the absence and the request for COVID-19 Family Care Leave must be made as follows:

Employee Category  
Central Office Employees  
Superintendent Direct Reports

Make Notice / Request To:  
Superintendent or Employee Benefits Coordinator  
Superintendent or Employee Benefits Coordinator

School Employees	Principal, Director, or Designated Secretary
Custodial Employees	Principal, Director, or Maintenance Director
Maintenance Employees	Maintenance Director
Bus Drivers/Transp. Employees	Transportation Director
Cafeteria Employees	Food Services Director or Cafeteria Manager

***Paid Leave.*** The first 10 work days (two work weeks) of COVID-19 Family Care Leave are unpaid, but an employee may substitute emergency paid sick leave available under the District’s COVID-19 Emergency Paid Leave Policy in whole or in part, or may use available regular paid sick leave, unused vacation pay, unused personal leave, in that order, depending on the employee’s circumstances. The District will not charge the employee’s regular paid sick leave, vacation pay, or personal days without written direction from the employee. The remaining weeks of COVID-19 Family Care Leave will be paid at 2/3 of the employee’s regular equivalent hourly rate for the number of hours the employee would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total for 10 weeks of leave). Employees may, in writing, authorize the District to supplement this pay with available District-provided paid sick leave, vacation pay, or personal days until such paid leave is exhausted.

***Other Rules.*** Employees must use leave under the District’s Emergency Extended Family Leave policy prior to using any leave under this policy to the extent the Employee experiences a qualifying reason for leave under said Emergency Extended Family Leave policy and said policy is in effect. Unused paid leave provided by this policy will not be paid at termination of employment and does not “roll over” or extend past June 30, 2021. Employees are not entitled to use COVID-19 Family Care Leave if they previously exhausted all leave under the District’s Emergency Extended Family Leave Policy. If any employee previously used any leave under the District’s Emergency Extended Family Leave Policy and did not exhaust all of that leave, any leave taken under this policy shall be reduced by the amount of leave used by the employee under the District’s Emergency Extended Family Leave Policy. In the event the federal government extends or retroactively applies the Families First Coronavirus Response Act or any similar law mandatorily requiring schools to provide leave for COVID-19 related purposes, then no Employee shall be entitled to any leave under this policy during the time said mandatory requirement is in effect.