

South Panola School District

COVID-19 EMERGENCY PAID LEAVE POLICY

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

Eligibility/Reasons for Leave. An employee is eligible for COVID-19 Emergency Paid Leave defined by this policy if 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) because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is unable to work or telework (work remotely from home) because the employee has been ordered by the District Superintendent to stay home from work for any COVID-19 related reason.
5. The employee is caring for a member of their immediate household who is subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine because of COVID-19.
6. The employee is unable to work or telework (work remotely from home) 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 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 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 "caregiver 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.

Duration/Compensation Amount. A full-time employee who must be absent for reasons 1, 2, 3 or 4 above is eligible for up to 80 hours of paid leave calculated at the employee's regular equivalent hourly pay rate but capped at a maximum of \$511 per day (\$5,110 in total for 80 hours). A full-time employee who must be absent for reasons 5 or 6 above is eligible for up to 80 hours of paid leave calculated at two-thirds (2/3)

of the employee’s regular equivalent hourly pay rate but capped at a maximum of \$200 per day (\$2,000 in total for 80 hours). Paid leave for part-time employees will be similarly calculated, except that the total amount of leave hours will be determined based on the number of hours the employee typically works, on average, over a two-week period. No employee, full-time or part-time, shall be eligible for any COVID-19 Emergency Paid Leave which is in excess of the leave allowance requirements provided for under any applicable state or federal law.

Leave Requests. Any employee who needs COVID-19 Emergency Paid 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 Emergency Paid Leave must be made as follows:

<u>Employee Category</u>	<u>Make Notice / Request To:</u>
Central Office Employees	Superintendent or Employee Benefits Coordinator
Superintendent Direct Reports	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

Other Rules. Employees are entitled to use COVID-19 Emergency Paid Leave before using any other District-provided paid leave benefit (such as paid sick leave, vacation pay, paid personal days) with the exception of leave under the District’s Public Health Emergency Paid Leave policy which must be used first to the extent the Employee experiences a qualifying reason for leave under said policy and said policy is in effect. Employees are not entitled to use COVID-19 Emergency Paid Leave if they previously exhausted all leave under the District’s Public Health Emergency Leave Policy or under the Families First Coronavirus Response Act. If any employee previously used any leave under the District’s Public Health Emergency Leave Policy or under the Families First Coronavirus Response Act 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 Public Health Emergency Leave Policy or under the Families First Coronavirus Response Act. Unused COVID-19 Emergency Paid Leave provided by policy will not be paid at termination of employment and does not “roll over” or extend past June 30, 2021. 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.