

South Panola School District

EMERGENCY EXTENDED FAMILY LEAVE POLICY

Overview & Effective Dates. To comply with the Families First Coronavirus Response Act, the District adopts this policy to amend the District's *Family and Medical Leave Act (FMLA) Policy (Policy GBRIA)* to add a new type of FMLA leave called "Emergency Extended Family Leave." Unless modified in this policy, all provisions of the District's FMLA policy remain in full force. This policy is effective only from April 1, 2020 until March 31, 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 Emergency Extended Family Leave.

Reason for Leave. Emergency Extended Family 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 Emergency Extended Family Leave during the FMLA Year (a "rolling" 12-month period measured backward from the date an employee uses leave covered by this policy, as defined in the District's FMLA policy) but only during the effective dates of this policy, so long as the employee has not already taken or does not take any Family Leave, Medical Leave, Caregiver Medical Leave, Military Exigency Leave, or Military Caregiver Leave during the FMLA Year. As stated in the District's FMLA policy, there is a combined total limit of 12 weeks of FMLA Leave during the FMLA Year for these four reasons plus the new Emergency Extended Family Leave.

Form of Leave. Emergency Extended Family 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. Employees must follow all of the rules in Section III: Notice And Certification Requirements of the District’s FMLA policy for requesting and certifying Emergency Extended Family Leave. In particular, the notice of the absence and the request for Emergency Extended Family 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

Paid Leave. The first 10 work days (two work weeks) of Emergency Extended Family Leave are unpaid, but an employee may substitute emergency paid sick leave available under the District’s new emergency paid sick 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 Emergency Extended Family 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. Unused paid leave provided by policy will not be paid at termination of employment and does not “roll over” or extend past March 31, 2021.