

## South Panola School District

### **PUBLIC HEALTH EMERGENCY PAID LEAVE POLICY**

**Overview & Effective Dates.** To comply with the Families First Coronavirus Response Act, the District adopts this policy to provide eligible employees with Public Health Emergency Paid Leave under certain conditions. This policy is effective only from April 1, 2020 to March 31, 2021.

**Eligibility/Reasons for Leave.** An employee is eligible for Public Health 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 are experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for another individual 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.
5. 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.
6. The employee is unable to work or telework (work remotely from home) because the employee is experiencing any other substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

**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, or 3 above is eligible for up to 80 hours of paid leave (8 hours per work day) 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 4, 5, or 6 above is eligible for up to 80 hours of paid leave

(8 hours per work day) 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.

***Leave Requests.*** Any employee who needs Public Health 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 Public Health 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 Public Health Emergency Paid Leave before using any other District-provided paid leave benefit (such as paid sick leave, vacation pay, paid personal days). Employees may, in writing, authorize the District to supplement paid leave under this policy with available District-provided paid leave until such paid leave is exhausted. No leave provided by the District before April 1, 2020 will be credited against the leave entitlement described in this policy. Unused Public Health Emergency Paid Leave provided by policy will not be paid at termination of employment and does not “roll over” or extend past March 31, 2021.