



Book	Policy Manual
Section	SECTION G - PERSONNEL
Title	Emergency Paid Sick Leave Policy
Code	GBR-2
Status	Recommended

Emergency Paid Sick Leave Policy

It is the policy of the District to grant eligible employees up to two weeks (80 hours) of paid sick time in connection with the qualifying reasons below during the period of April 1, 2020 to December 31, 2020, in accordance with the Emergency Paid Sick Leave Act.

Eligibility

All District employees are eligible for emergency paid sick leave under this policy.

Qualifying Reasons for Leave

An employee qualifies for paid sick time if the employee is unable to work or telework due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual 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 related to COVID-19;
5. is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration of Leave

Full-time employees (defined as regularly scheduled to work 40 hours per week or more) eligible for emergency paid sick leave under this policy are eligible for up to 80 hours of leave.

Part-time employees eligible for emergency paid sick leave under this policy are eligible for the number of hours of leave that the employee works on average over a two-week period.

For reasons (4), (5), and (6), leave may be taken intermittently with permission by the District.

Calculation of pay

Eligible employees taking emergency paid sick leave under this policy for reasons (1), (2), or (3) above are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate.

Eligible employees taking emergency paid sick leave under this policy for reasons (4), (5), or (6) above are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.

Eligible employees taking emergency paid sick leave under this policy for reason (5) above are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day. If the employee is also eligible for Emergency Family and Medical Leave above, they may be eligible to receive up to \$12,000 in the aggregate (over a 12-week period).

Coordination with Other Paid Leave

Employees may but are not required to first use existing paid time off leave (e.g., sick leave, paid time off, or vacation leave) prior to using emergency paid sick leave under this policy.

Documentation

Employees will be required to supply documentation supporting the need for leave. Examples of acceptable documentation for (5) above include notice of closure or unavailability from the child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to the employee from an employee or official of the school, place of care, or child care provider. Documentation to support the need for leave for (1)-(4) and (6) above, as determined by the IRS, will include information sufficient to substantiate the legitimate need for leave. Employees will be required to complete a Paid Sick Leave Request Form.

Notice

Employees are required to follow the District's notification procedures for reporting absences under the policy.

Unused Leave

Emergency Paid Sick Leave provided under this policy does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave under this policy upon separation from employment for any reason.