

CLAYSBURG-KIMMEL SCHOOL DISTRICT

2020-2021

COVID GUIDE

FAMILY MEDICAL LEAVE/FAMILIES FIRST CORONAVIRUS RESPONSE ACT/EMERGENCY LEAVE PROVISIONS

The priority of our organization is the health, safety and welfare of every member of our team and of those we serve. Due to the fluid nature of the pandemic and the updates to guidance documents and other information used to inform our organization, adjustments and updates to this guide will be made as needed and notification of all updates will be provided through timely and clear communication.

The information included in this COVID guide references information from the Centers for Disease Control and prevention (CDC), the PA Department of Public Health (PADOH), and the PA Department of Education (PDE). The guide serves as a general reference to support a safe and healthy environment for all.

Family Medical Leave Eligibility – The Families First Coronavirus Response Act (FFCRA) – Emergency Leave Provisions

The Federal Families First Coronavirus Response Act (FFCRA) contains specific provisions for the expansion of Family and Medical Leave and Paid Sick Leave effective April 2, 2020 through December 31, 2020. The emergency leave entitlements expire December 31, 2020, and cannot be used after that date. The FFCRA does not affect rights and benefits under any other law, collective bargaining agreement or adopted Board policy. This information shall not be construed to create any new rights or entitlements in addition to those provided pursuant to the FFCRA, nor to establish any past practice, and shall not have any application to leave taken after December 31, 2020.

Employee requests for Emergency Family and Medical Leave and/or Emergency Paid Sick Leave shall be reported to your immediate supervisor, then submitted in writing, with all required information and documents using the form available in ADOBE.

Any member who makes an oral request and provides sufficient information relevant to the actual FFCRA-qualifying reason, will be provided timely follow-up to ensure a member's leave is not delayed while generating the request in writing and gathering the necessary documentation.

You will need to provide sufficient information with any request for review to assist with the determination whether a qualifying circumstance applies and how the circumstance renders you unable to work or telework. The Claysburg-Kimmel School District will not discharge, discipline, or otherwise discriminate against any employee who lawfully takes Emergency Paid Sick Leave or Emergency Family and Medical Leave under the FFCRA, files a complaint, or institutes a proceeding under or related to the FFCRA.

There is no guarantee for intermittent Emergency Paid Sick Leave (EPSL) and intermittent use of this leave will be prohibited for any reason that may expose others to COVID or potential to spread COVID.

You will also need to prepare to follow our notice of absence procedures (i.e., entering your absences into AESOP and making a note of COVID related symptoms or COVID positive test) unless medically unable to do so.

If you have questions or need additional assistance about FFCRA, please contact our immediate supervisor or the Business Manager.

Please attachment, this satisfies the requirement for school district to provide notice to all employees. This information was also emailed to all employees, posted on the District website, and is posted in the Business Office.

Emergency Paid Leave Provisions

Reason for Absence	Emergency Paid Sick Leave - Full-time employees – 80 hours (10 days) -Part-time employees – 2 weeks based on approved hours per day	Emergency Paid Family and Medical Leave - The EFML does not add to the maximum 12-week FMLA leave that can be taken in one 12-month period.
Federal, state or local quarantine or isolation order (evidence/documentation required)	Immediate – 100% regular pay up to max 10 days (FT), 2-weeks equivalent (PT) and max rate of \$511/day; \$5,110 total max	Does not apply
Advised by health care provider to self-quarantine (evidence/information and documentation required)	Immediate – 100% regular pay up to max 10 days (FT), 2-weeks equivalent (PT) and max rate of \$511/day; \$5,110 total max	Does not apply
Seeking medical diagnosis for COVID symptoms	Immediate- 100% regular pay up to max 10 days (FT), 2-weeks equivalent (PT) and max rate of \$511/day; \$5,110 total max	Does not apply
Caring for an individual who is: (1) subject to quarantine or isolation or (2) self-quarantined as advised by health care provider	Immediate – 2/3 (66.67%) of regular pay, max 10 days (FT), 2-weeks equivalent (PT), up to \$200/day; \$2,000 total max	Does not apply
*Caring for son or daughter whose school or place of care is closed or childcare provider unavailable (information and affirmation required)	Immediate – EPS – 2/3 (66.67%) of regular pay, max 10 days (FT), 2-weeks equivalent (PT), up to \$200/day; \$2,000 total	First 10 days unpaid, unless the employee has other paid sick or other leave OR has available and uses Emergency Paid Sick Leave (EPSL) After 10 days, 2/3 of regular pay for a maximum of 10 weeks, up to \$200/day; \$10,000 total max
Personally experiencing other substantially-similar condition specified by the Secretary of Health and Human Services	Immediate – 2/3 (66.67%) of regular pay, max 10 days (FT), 2-weeks equivalent (PT), up to \$200/day; \$2,000 total max	Does not apply

NOTE: Leave under FFCRA and /or FMLA is not PSERS eligible. All available leave represents the maximum available for an individual during a 12-month period. Any leave needed beyond the maximum leave afforded would require a request and Board approval for unpaid leave of absence.

Qualifying need related to a public health emergency shall mean the employee is unable to work or telework due to a need for leave to care for a son or daughter under eighteen (18) years of age of the employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

Public Health Emergency shall mean an emergency with respect to COVID-19 declared by a federal, state or local authority.

Child Care Provider shall mean a provider who receives compensation for providing child care services on a regular basis, including an “eligible child care provider” as defined in section 658P of the Child Care and Development Block Grant Act of 1990 as a center-based child care provider, a group home child care provider, a family care provider, or other provider of child care services for compensation that:

- Is licensed, regulated, or registered under state law and satisfies the state and local requirements, including those applicable to the child care services it provides OR
- A child care provider that is eighteen (18) years of age or older who provides child care services only to eligible children who are, by affinity or consanguinity, or by court decree, the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, if such provider complies with any applicable requirements that govern child care provided by the relative involved.

Son and Daughter shall mean a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.