

### **8.23.1—CLASSIFIED PERSONNEL COVID EMERGENCY LEAVE**

The District provides up to ten (10) days of paid leave for its employees who meet both of the following requirements:

1. The employee:
  - a. Is ordered by the District, a medical professional, or the Arkansas Department of Health (ADH) to quarantine or isolate due to COVID-19 for one of the following reasons:
    - i. Testing positive for COVID-19;
    - ii. Experiencing COVID-19 symptoms and seeking a medical diagnosis; or
    - iii. Is a probable close contact or close contact; or
  - b. Needs to care for a dependent who is subject to a quarantine or isolation order; and
2. The employee's job duties are not able to be performed remotely.

These days are a continuation of the policy for leave from the Fall, 2020 semester. Employees will have a maximum benefit of 10 days paid leave for the 2020-2021 school year. Under the circumstances below, the Superintendent of Schools may approve additional days of paid COVID Emergency Leave according to the requirements of the order to quarantine and/or isolate:

1. If the employee has used all 10 days of COVID Emergency Leave; and
2. The employee is ordered to quarantine or isolate as a result of a school-related exposure and/or order.

The employee is responsible for providing the District proof that the employee or the employee's dependent has received a quarantine or isolation order. The proof may be in any of the following forms, as applicable:

- A positive test result;
- Proof of receipt of a PCR test;
- A written quarantine or isolation order from the employee's or the employee's dependent's treating physician, the ADH, or the District's Point Of Contact (POC); or
- Written notification of close contact or potential close contact status from ADH, the District POC, or another district's POC if the close contact is from another district.

In addition to other appropriate documentation, employees who intend to take leave under this policy due to the need to care for a dependent who is subject to a quarantine or isolation order must submit a written statement indicating the relationship with the dependent, the dependent's age, and that the employee is the only individual capable of caring for the dependent.

Upon notification that an employee has received a quarantine or isolation order, the District shall review whether the employee has applicable leave remaining under this policy. Documentation of the order, as described above, should be submitted to the District as soon as possible. Those employees unable to provide appropriate documentation will not be considered for eligibility under this policy.

An employee who receives COVID Emergency Leave shall be paid the employee's full daily rate of pay for up to ten (10) days. The ten (10) days of COVID Emergency Leave may, but is not required to,

run consecutively. An employee shall not have days charged against the number the employee is eligible for under this policy for days when the employee is not expected to perform duties, such as holidays. The ten (10) days of paid leave provided under this policy shall be used for eligible leave before other forms of District provided paid leave are used, including sick leave, personal leave, and vacation.

An employee's eligibility to receive paid leave under this policy expires on March 31, 2021.

Date Adopted: January 11, 2021

Last Revised:

Cross References: 8.5—CLASSIFIED PERSONNEL SICK LEAVE  
8.7—CLASSIFIED PERSONNEL PERSONAL AND PROFESSIONAL  
LEAVE  
8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE ACT

Legal References: Commissioner's Memo COM-21-061  
29 C.F.R. Part 826

Date Adopted: January 11, 2021

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