

8.23.1—CLASSIFIED PERSONNEL COVID EMERGENCY LEAVE

The following policy shall be effective from August 2, 2021 and only during such time as no other federal or state COVID-19 leave program is in effect for the benefit of district employees. If a federal or state COVID-19 leave program is in effect for the benefit of district employees, then requirements of those programs, not this policy, will govern.

The District provides up to an additional eight (8) days of paid leave for its employees who meet 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. Tests positive for COVID-19;
 - ii. Are experiencing COVID-19 symptoms and seeking a medical diagnosis or awaiting COVID-19 test results; or
 - iii. Are identified as a PCC (probable close contact); or
 - b. Are in need to care for a direct dependent, who has been identified as a subject of a quarantine.

This policy provides a maximum, cumulative amount of eight (8) additional days of paid leave per employee, regardless of how many separate COVID-19-related occurrences occur.

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.

- If an employee has applicable leave under this policy:
 - The District shall use available leave under this policy prior to using other forms of District provided paid leave; (the 8 days this policy provides)
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee's quarantine or isolation order last longer than the employee's available leave under this policy.
- If an employee has no leave remaining under this policy, the employee may use any sick or personal days they have available.

An employee who receives COVID-19 Emergency Leave shall be paid the employee's full daily rate of pay for up to eight (8) days.

The eight (8) days of COVID-19 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 eight (8) 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 and personal leave.

An employee shall not be eligible to receive the eight (8) days of paid leave under this policy due to:

- o The need to care for someone other than a direct dependent due to the other individual's positive COVID-19 test, quarantine order, or isolation order; or
- o The closure of the school or place of care of the employee's child or ward.

The parameters of this policy will expire on the last day of student contact for the 2021-2022 school year.

At the conclusion of the last day of student contact for the 2021-2022 school year, all district employees will be eligible to receive \$75 per day for every day of Covid-19 Emergency Leave that was not used during the 2021-2022 school year.

Covid-19 Emergency leave shall be funded by ESSER or ARPA money provided to the district to aid in the fight against Covid-19 and to diminish the negative impacts of Covid-19 on the academic achievement of our students.

Date Adopted: August 9, 2021

Last Revised: