

# **JNPSD Staff Procedures for COVID Leave 2021 - 2022**

## **Eligibility for COVID Leave Defined:**

**Employee tests positive for COVID-19, is identified as a Probable Close Contact (PCC) or Close Contact (CC) to someone who is positive for COVID, or employee is responsible for the supervision of a minor child who has tested positive for COVID or ordered to quarantine**

## **Next Steps:**

- 1.) Employee must complete the JNPSD Staff COVID Reporting Form. This form is found on the District website, [jnpsd.org](http://jnpsd.org) under the tab, "COVID Updates and Information."**
- 2.) Employee uploads documentation on the form or emails the documentation to the District POC [lstinnett@jnpsd.org](mailto:lstinnett@jnpsd.org)**
- 3.) Required Documentation**
  - a.) Copy of Lab Results providing the employee's name and positive detection for COVID, or**
  - b.) Copy of Lab Results providing minor child's name and positive detection for COVID, or**
  - c.) Copy of order for quarantine from District POC, medical professional, or the Arkansas Department of Health for employee or minor child**
- 4.) When the Google Form has been completed and required documentation has been submitted to the District POC (Lorri Stinnett), a determination of approval or denial of COVID leave will be made and communicated to the employee via his or her work email address within 24-hours of submission of the form and documentation by the POC.**
- 6.) Communication of the approval or denial, dates of the isolation/quarantine period, and general instructions will be sent in the form of a letter via employee's work email. The email will be sent to the employee but also to the employee's supervisor, payroll, and HR.**

- 7.) If the employee has been approved for COVID Leave, the employee's supervisor or designee will complete the employee's Leave Form, check the choice for "Sick Leave," and then write COVID out beside Sick Leave. They will also attach a copy of the letter from the POC indicating approval for the COVID Leave to the Leave Form and then forward it to the payroll department.
- 8.) If employee checks "yes" on the JNPSD COVID Leave Form that they are eligible and choose to work from home in lieu of COVID Leave, they will contact their supervisor and follow building and district protocol for remote work.
- 9.) If an employee is eligible and chooses a remote workplace to complete his or her job responsibilities for the position as defined by their supervisor, they do not have to submit a Leave Form.
- 10.) It is the responsibility of the employee's supervisor to monitor and ensure that the employee's job responsibilities, as outlined in their job requirements, are conducted satisfactorily in the remote workplace.

**REMINDER:** Every employee (certified and classified) has access to the additional 10 paid days of leave, either used consecutively or in part(s), for COVID Leave over the period of time from September 14, 2021 through December 31, 2021. Once the 10-days are used, the employee is required to use sick days, personal days, vacation days, or leave without pay for any isolation or quarantine orders.

**NOTE:** COVID Leave was approved by the School Board on the evening of September 13, 2021 effective immediately on September 14, 2021. There are no provisions in the COVID Leave resolution to provide COVID Leave to those employees who had to isolate or quarantine prior to September 14, 2021.