

CALAMUS-WHEATLAND COMMUNITY SCHOOL DISTRICT



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Mr. Lonnie Luepker, Superintendent
Mrs. Susan O'Donnell, Secondary Principal

Mrs. Ashley Kelting, Elementary Principal

October 6, 2020

Staff:

In August the Board of Directors adopted policies in regard to employee leave for Coronavirus related issues. The district is following the federal guidelines for leave related to the coronavirus pandemic. [Department of Labor Families First Coronavirus Response Act: Employee Paid Leave Rights](#)

[Board Policies](#) 410.1E1 and 410.1E2 relating to Families First Coronavirus Response Act (FFCRA) may be found on the district webpage. In accordance with federal guidelines, both of the policies will expire on December 31, 2020.

When an employee needs leave due to Coronavirus related issues, the need for leave must be communicated with the building principal/office for coverage, Ms. Sawyer (nurse) for tracking possibilities, and Ms. Pewe for payroll and appropriate documentation. Ms. Pewe will send the employee this form, [FFCRA - EPSLA form](#). Employee shall complete the form and return to Ms. Pewe. Each situation is unique for each employee and questions may be asked about the requested leave and employee available/appropriate leave options.

Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave provides employees with leave for one of the 5 reasons outlined in the FFCRA for COVID, and serves in-lieu of other types of leave. The leave is for 10 total days combined at full pay or 2/3 pay as outlined in the next two paragraphs.

As outlined, an employee him/herself may receive up to 10 days at full pay for employee related COVID-19 situations (see items 1-3 on the [FFCRA - EPSLA form](#)). Fortunately for employees, this federal required leave will not use employee sick days out of your sick day bank for the first 10 days of needed leave.

As outlined, employee may receive up to 10 days at 2/3 pay for dependent related COVID-19 situations (see items 4-5 on the [FFCRA - EPSLA form](#)). This leave allows employees to receive 2/3 of pay (up to \$200 per day) and the option to supplement to 100% of pay using personal leave days at 1/3 of day/pay. FFCRA is providing paid leave at 2/3 pay to an employee for the type of situation that does not qualify for other leave, and is not making the employee take docked day pay or use full personal leave to cover these absences.

The leave policy is for the benefit of the employee. The policy is allowing for paid employee sick leave for their own personal COVID-19 situation to not use sick leave out of the employee bank. The policy is allowing for paid leave at 2/3 pay for situations that are out of the control of the employee such as school closures, etc. Normally this type of leave would not be covered as paid unless it was personal days or dock pay days. The combined allowance is up to 10 days paid leave.

The district needs to track the leave for: 1) federal law; 2) board policy; 3) contact tracing - if needed; 4) payroll and W2 processing; 5) Department of Education possible requests for supplemental allowable growth. The wages for the leave and substitute are all general fund dollars with no opportunity for the district to recover the costs associated with the leave, as the district does not qualify for tax credits like the private sector.

Please contact myself or Ms. Pewe with questions in regard to this FFCRA leave or any other leave.

Sincerely,

Mr. Lonnie Luepker
Superintendent