

## STAFF PERSONNEL

### Series 400

#### EXHIBIT TEMPORARY COVID-19 LEAVE

No. 409.2E3

The following is a temporary COVID-19 Leave Policy for all employees. This Policy is being adopted due to the expiration of the Family First Coronavirus Response Act (“FFCRA”) on December 31, 2020. The purpose of this Policy is to ensure employees who have been exposed to and/or diagnosed with COVID-19 can take appropriate leave to stop the spread of the virus. This Policy shall be effective January 12, 2021 and automatically expire on June 30, 2021. It may be terminated earlier by the Board for any reason.

Employees will be eligible for up to 80 hours of extended paid sick leave (or the two-week equivalent for employees who work less than full-time) after the employee has exhausted all existing regular personal sick leave. Any FFCRA leave taken by an employee since April 1, 2020 will reduce the 80 hours (or two week equivalent for employees who work less than full-time) of extended paid sick leave available by the number of hours already taken. The extended paid sick leave is only available to be used for the following reasons:

- If an employee is unable to work, either remotely or in person, due to a COVID-19 diagnosis.
- If an employee is quarantined by order of a licensed medical professional or public health department and cannot work remotely.
- If an employee is experiencing symptoms, seeking a COVID-19 test, and unable to work remotely.

In addition, employees may use the entirety of their earned personal sick leave balance available for the 2020-2021 fiscal year if they are unable to work remotely and are the only available person to care for an immediate family member who: (1) has a COVID-19 diagnosis; or (2) is experiencing symptoms and seeking a COVID-19 test; or (3) is a minor quarantined by order of a licensed medical professional or public health department; or (4) is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

For any of the above absences, the employee must submit appropriate documentation (doctor’s note, test results, or notice from public health) to Human Resources. Employees **must** speak to their supervisor regarding their job duties to determine if they are approved to work remotely. Employees should record or request leave for any of the above absences as they would regular personal sick leave or family leave.

Date Approved: January 11, 2021