TO: Sitka School Board Members
John Holst, Superintendent
FROM: Cassee Olin, Business Manager
DATE: December 29, 2020
RE: Covid Leave

The Federal Families First Coronavirus Response Act (FFCRA) mandated additional paid leave for COVID-19 related reasons, that leave expired December 31, 2020. The Centers for Disease Control (CDC) recommends that employers review leave policies to encourage employees who may be ill to remain at home.

**Covid Sick Leave Provision**

Sitka School District will authorize employees (full-time and part-time) up to 10 days of Covid sick leave if they are unable to work (or telework) due to any of the following qualifying conditions:

1) Employee has been notified by public health that you are in isolation due to testing positive for Covid-19
2) Employee has been notified by public health that you are quarantined due to being a close contact of a positive case
3) Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
4) Employee is caring for an individual that is described by item (1) or item (2) above
5) Employee is following travel quarantine protocols for necessary medical or legal appointments

COVID Leave will be available on January 1, 2021, will expire on June 30, 2021. Employees will not be compensated for unused COVID Leave.

Employees taking COVID Leave will be required to provide documentation verifying that the absence is due to a qualifying COVID-19 as determined appropriate by the Superintendent or designee. The granting of additional COVID leave will be at the discretion of the Superintendent.