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Superintendent

CHRISTINA SCHOOL DISTRICT

COVID ADMINISTRATIVE PROCEDURE

Pursuant to the memorandum issued by OMB Director Cerron Cade on September 7, 2021 (“Memorandum”), the Board of Education of the Christina School District (“District”) elects to participate in a Covid Leave Extension (the “Leave”) program in accordance with, and as provided by, the Memorandum.

I. PURPOSE STATEMENT AND SCOPE:

This Procedure provides details on the continued implementation of Leave afforded to full- and part- time District employees as well as coaches and casual/seasonal employees (each a “Covered Individual”). This Procedure supersedes any prior policy concerning the subject matter of the Memorandum.

II. DEFINITIONS AND ACRONYMS:

- Child – A “son or daughter” is a Covered Individual’s own child, which includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom a Covered Individual is standing *in loco parentis* – someone with day-to-day responsibilities to care for or financially support a child. A “son or daughter” is also an adult son or daughter (i.e., one who is 18 years of age or older), who

(1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

- COVID-19 – New strain of coronavirus that had not been previously identified in humans prior to the global pandemic.

III. PROCEDURE:

The District will provide qualifying Leave as set forth herein effective July 1, 2021 (for twelve-month employees) and August 23, 2021 (for ten-month employees) through December 31, 2021. Unused Leave is forfeited. No Leave will carry into January 2022, even if a continuous period of absence started prior to December 31, 2021.

Leave –A Covered Individual is entitled to ten (10) workdays of Leave if there is work available, but the Covered Individual is unable to work and unable to telecommute for reasons stated below. Use of Leave may be approved because a Covered Individual:

- 1) is subject to a Federal, state, or local quarantine or isolation order related to COVID19;
- 2) has been advised by a health care provider (as used in the Family Medical Leave Act regulations) to self-quarantine due to concerns related to COVID-19;

- 3) is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
- 4) is caring for their Child whose school or childcare is closed or otherwise unavailable due to COVID-19; or
- 5) is caring for an individual (an immediate family member or someone who regularly resides in the Covered Individual's home. This arises only when the relationship creates an expectation that of care for the person in a quarantine or self-quarantine situation, and that individual would depend on the Covered Individual for care during the quarantine or self-quarantine. This Leave does not apply to caring for someone with whom the Covered Individual has no relationship) who is affected by 1), 2), or 3) of this Policy section);
- 6) is experiencing any other substantially similar condition specified by the Secretary of the Department of Health and Human Services;
- 7) has been exposed to COVID-19 and is seeking or awaiting the results of a test for COVID-19 or the District has requested such test or diagnosis;
- 8) is obtaining the COVID-19 vaccination; or
- 9) is recovering from an injury, disability, illness or condition resulting from the COVID-19 vaccination.

Leave under 1), 2), 3), 7), 8), or 9) of this Procedure section is paid at the Covered Individual's regular earnings rate. Leave under 4), 5), or 6) of this Procedure section is paid at 2/3 the Covered Individual's regular earnings rate. Note that as of the time of publication of this Procedure, the Secretary of the Department of Health and Human Services has not specified a condition responsive to 6).

IV. DOCUMENTATION:

Documentation of absence must be provided as soon as practicable and be accompanied by the Covid Leave Form.

V. CALCULATION OF PAY AND CONCURRENCE WITH FMLA:

Pay for part-time, hourly and casual/seasonal Covered Individuals eligible for Leave is calculated on the average number of hours a Covered Individual works. This calculation will be used to determine the regular earnings amount(s) to be paid to the Covered Individual for Leave, averaged over the prior 13 pay periods (six months). Leave in all cases will run concurrently with FMLA.

VI. REPORTING:

The Business Office shall report to the Office of Management and Budget no later than the first Friday of each month with regard to Leave used and substitute coverage as afforded in the Memorandum.