

CHRISTINA SCHOOL DISTRICT
COVID Attendance and Leaves Information

Summary: If an employee is quarantining but has been authorized to work remotely by his/her School Leader/ Department Supervisor, the employee does not need to be placed on any form of official "leave". If the employee is a teacher, a substitute may be requested if internal coverage is not able to be utilized to cover the teacher's in person students. Once the employee provides a clearance note from DPH, the employee is able to then return to in-person work. No additional clearance through Human Resources is needed. The 10 days of emergency leave available is only needed if the employee cannot work. Remote work is considered work and thus emergency leave is not activated. If an employee is working (including remote work) sick time cannot be charged to the employee. If an employee needs to go out on leave, that should be coordinated through Kathi Krause kathi.krause@christina.k12.de.us (Last names A-K) or Tracey Wilson last name (L-Z) at tracey.wilson@christina.k12.de.us

Q: If an employee is required to quarantine due to COVID or exposure to COVID is he/she permitted to work remotely?

A: Yes, if his/her job can be performed remotely off site and he/she is approved to do so by his/her Supervisor. Please note that some jobs cannot be performed remotely and off site. The District is under no obligation to grant remote work to all employees in such situations. Each employee will be handled on a case- by-case basis based on the above described criteria.

Employees Who Must Quarantine But Are Granted Remote Work

Q: If an employee is required to quarantine due to COVID or exposure to COVID and the employee is granted remote work, does he/she need to be placed on any forms of "leave" while working remotely?

A: No. Remote work is considered work and therefore "leave" is not necessarily nor is the employee eligible for "leave" if he/she is working.

Q: If an employee is required to quarantine due to COVID or exposure to COVID and the employee is granted remote work, does anything related to attendance need to be entered into DSC for the employee?

A: Only if the employee is a teacher who is requesting a substitute.

We ask all teachers who are requesting a substitute, to enter their **Personal Illness - COVID** absence in Absence Request - **3. Other Absence Request** in Data Service Center. If an employee chooses this option in DSC, they will not be charged a sick day, this is for substitute tracking purposes only.

Absence Request - Main Menu

Entry

- 1. Submit Vacation Request
- 2. Submit Personal Day Request
- 3. Submit Other Absence Request
- 4. Submit Professional Leave Request
- 5. Submit Sick/Religious Holiday Request

Reports

- 1. History of Requests

Help

- 1. QuickTip Instructions

[Questions, Comments, Suggestions, Help](#)

I am requesting approval to be absent from work on the following date(s):

Start Date: * **End Date:**

Absence Reason: *

Time Requested: *

Comment:

- Death - Immediate Fam.
- Funeral - Relative
- Jury Duty
- Military Training
- Personal Illness – COVID cel
- Union Business

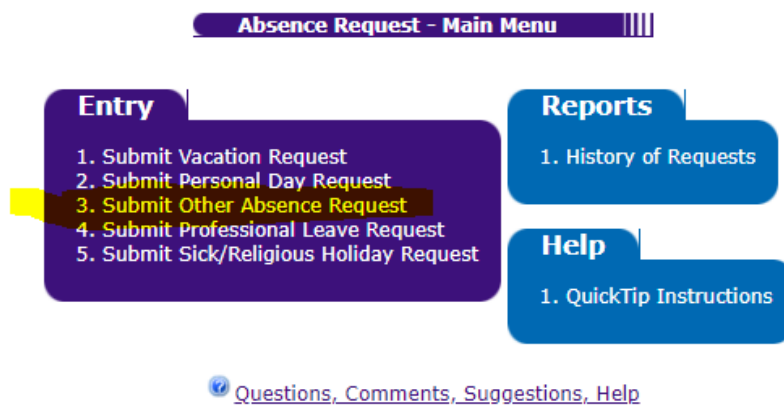
Q: If an employee is required to quarantine due to COVID or exposure to COVID and the employee is granted remote work, does the time he/she is working remotely get charged against the employee's sick time?

A: No. Remote work is considered work and therefore the employee cannot be charged sick time.

Q: If a teacher is required to quarantine due to COVID or exposure to COVID and the teacher is granted remote work, can a substitute be requested to cover the in person students? If so, how should the substitute be charged?

A: Yes. However, please be advised that the District, like others across the state and nation, is facing a severe shortage of substitute teachers. Therefore, a substitute may not be available. The substitute should be charged to sick leave just as would happen when a teacher is out sick in ‘normal’ times.

We ask all teachers who are requesting a substitute to enter their **Personal Illness - COVID** absence in Absence Request - **3. Other Absence Request** in Data Service Center. If an employee chooses this option in DSC, they will not be charged a sick day, this is for substitute tracking purposes only.



I am requesting approval to be absent from work on the following date(s):

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Comment:

- Death - Immediate Fam.
- Funeral - Relative
- Jury Duty
- Military Training
- Personal Illness – COVID
- Union Business

Q: If an employee is required to quarantine due to COVID or exposure to COVID and the employee is granted remote work, does the employee or the school need clearance from Human Resources before the employee returns to in-person work?

A: The employee must provide a clearance note to the School Nurse and Supervisor as well as Human Resources. If the School Nurse or Supervisor has any questions about the clearance note, outreach to Human Resources should be made. Otherwise, if the clearance note is straightforward and valid, the employee is eligible to return without any “special” or “additional” clearance from Human Resources.

9/13/21

Employees Who Must Quarantine But Cannot Work Remotely

Q: If an employee is required to quarantine due to COVID or exposure to COVID and the employee is not able to work remotely or the job cannot be performed remotely and must be performed on site. What should be done?

A: The School Nurse, Supervisor, or Secretary should immediately inform Kathi Krause kathi.krause@christina.k12.de.us (Last names A-K) or Tracey Wilson (Last names L-Z) at tracey.wilson@christina.k12.de.us The employee may be eligible for up to 10 days of Paid Emergency Leave. Once a determination has been made by Human Resources on the employee's leave type, a communication will be sent to the Supervisor and/or Secretary

Recording Time in DSC for Emergency Paid Sick Leave

Q: If an employee has been approved for emergency paid sick leave, how should the Secretary/Supervisor record their time in DSC?

A: The Secretary ***does not*** have to record the time in DSC. Payroll will update DSC.

Q: If the Secretary/Supervisor is not aware that an employee has been approved for emergency paid sick leave, should the Secretary/Supervisor record their time in DSC?

A: Yes, the Secretary/Supervisor should use the employee's sick time and notify Kathi Krause kathi.krause@christina.k12.de.us (Last names A-K) or Tracey Wilson (Last names L-Z) at tracey.wilson@christina.k12.de.us as soon as possible.

Q: If an employee used their 10 emergency paid sick leave days previously last year, are they eligible for an additional 10 days?

A: Yes

General

Q: When is the emergency paid sick leave provision set to expire?

A: December 31, 2021.

Q: If an employee, supervisor or secretary is in need of any forms or has any questions at all regarding any leave options, attendance tracking, etc. who should they contact?

A: Employees should contact Kathi Krause kathi.krause@christina.k12.de.us (Last names A-K) or Tracey Wilson last name (L-Z) at tracey.wilson@christina.k12.de.us