



# HISD Leave Flowchart COVID-19 through 12-31-2020

**Are you unable to work due to one of the following reasons?**

- (1) Subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- (2) Advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) Experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) Caring for an individual subject to a quarantine order or has been advised to self-quarantine.
- (5) Caring for a son or daughter, and the school has been closed, or child care is unavailable, due to COVID-19.
- (6) Experiencing symptoms similar to COVID-19 specified by the Secretary of HHS.

YES

NO

Reason 1, 2, or 3  
Listed Above

Reason 4, 5, or 6  
Listed Above

Have you worked for  
the HISD for at least 30  
calendar days?

YES

NO

You do not qualify for Emergency Paid Sick Leave or Expanded FMLA. Depending on your situation, you may qualify for standard FMLA or other leave provisions in accordance with your contract. Please contact HR with questions.

You are eligible for up to 12 weeks of expanded FMLA and pay at 2/3 of your regular rate of pay, not to exceed \$200 per day. Part-time employees would be paid 2/3 the average number of hours worked over a regular 2-week period of time. You are not required to use other leave first. Please note, if you have already utilized 12 weeks of FMLA leave in the last 12 months, you are not eligible or may only be eligible for a portion of this benefit. Please contact HR with questions.

You do not qualify for Emergency Paid Sick Leave. Please contact HR with questions.

You are eligible for up to 80 hours of pay at your regular rate of pay, not to exceed \$511 per day (\$5,110 total). For part-time employees, pay the employee the average number of hours the employee works over a regular 2-week period of time. You are not required to use other leave first.

Questions? Please contact:

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