

Example Absence Reasons Related to COVID-19

(Some examples below are truly situational and will need to be looked at further by HR/Administration if the situation arises. The guidance can also change from day-to-day based on the CDC and Michigan's Government recommendations.)

Reason	Options available
TYPES OF LEAVES AVAILABLE	
Accrued Paid Leave Time	This is your accrued sick, personal business, flex, and/or vacation time listed in Skyward. See your individual handbook and contract for further details about uses.
PMLA (Paid Medical Leave Act) (Equivalent in meaning of paid Sick Leave Time in your Skyward time off bank.)	Provides Paid Sick Leave time to address own or family illness and other needs. More information regarding PSLA can be found here . This does not apply to exempt employees. The HISD meets or exceeds the PMLA requirements.
FMLA (Family Medical Leave Act)	Provides up to 12 weeks of unpaid leave for certain family needs. Additional information about FMLA can be found here . Employees may utilize Accrued Paid Leave Time concurrent with FMLA but are not required to.
Leave available only through Dec. 31, 2020:	
FFCRA (Families First Coronavirus Response Act)	A Federal Act to provide employees with additional paid sick leave time for specified reasons related to COVID-19 – EPSLA and EFMLEA.
EPSLA (Emergency Paid Sick Leave Act)	Provides up to 80 hours of paid leave time (capped) in addition to PMLA for COVID-19 reasons. More information can be found here .
EFMLEA (Emergency Family Medical Leave Extension Act)	Provides up to 10 weeks of paid leave time (capped) for COVID-19 reasons. More information can be found here .
EXAMPLES RELATED TO TIME OFF WHEN WORKING/TELEWORK	
1.) I have to go off on surgery.	This is not related to COVID-19 so PMLA (if eligible), Accrued Paid Leave Time, and FMLA are accessible.
2.) I am not feeling well and not sure if it is COVID-19.	It does not matter if it is COVID-19-related or not at first. Staff can access their paid sick leave time first. If it is determined by medical diagnosis to be related to COVID-19, then that time off can be converted to EPSLA. If not COVID-19 related, sick time (PMLA) and FMLA may be available

<p>3.) My child’s daycare shut down due to COVID-19 and I need to stay home as I do not have any childcare at this time.</p>	<p>This is a childcare issue related to COVID-19, therefore you can access PMLA (if eligible), EPSLA, and EFMLEA if necessary. Note: PMLA is paid at full rate; EPSLA and EFMLEA are paid at 2/3 pay, subject to caps. In order to use time for this reason, you must provide notice from your childcare provider that they are closed due to COVID-19.</p>
<p>4.) My child’s daycare shut down due to the flu/pink eye, etc. and I need to stay home as I do not have any childcare at this time.</p>	<p>This is a childcare issue that is not related to COVID-19 therefore only PMLA (if eligible) and other accrued paid leave time is available.</p>
<p>5.) My spouse is sick from COVID-19 and I am required to self-quarantine.</p>	<p>This is related to COVID-19, spouse is same household member, so PMLA (if eligible), EPSLA and regular FMLA are available.</p>
<p>6.) My child is sick from COVID-19 and I need to care for them and also be quarantined.</p>	<p>This is related to COVID-19 for both the child and employee, so PMLA, EPSLA and FMLA are available. EFMLEA is not available as it does not deal with a childcare provider being shut down.</p>
<p>7.) A family member who lives with us (brother, sister, mother, father, etc.) is sick from COVID- 19 and I need to care for them and also be quarantined.</p>	<p>This is related to COVID-19 and same household member, PMLA (if eligible), EPSLA and regular FMLA are available.</p>
<p>8.) I have individual(s) at home/that I care for that are considered “high risk” for COVID-19.</p>	<p>With medical documentation these instances can relate to COVID-19, however it is not for the employee. Employees have PMLA (if available), EPSLA, and may be able to access FMLA (depending on provider certification).</p>
<p>9.) I had several family members/friends pass during the COVID-19 shutdown; will I be able to attend memorials that may be held long after the death?</p>	<p>Staff members should review their collective bargaining agreements/handbooks for these provisions.</p>
<p>10.) I need to care for a family member (not a child) or other individual that I care for who is not feeling well but has not been diagnosed with COVID-19.</p>	<p>Time available is the same as pre-COVID-19. Refer to collective bargaining agreements/handbooks for use of time off and Skyward for time available.</p>
<p>11.) I need to handle the financial and other matters of a family member that has contracted COVID- 19.</p>	<p>The Families First Coronavirus Response Act does not address these types of issues. As such, time available is the same as pre-COVID- 19. Refer to collective bargaining agreements/handbooks for use of time and Skyward for time available.</p>
<p>12.) I am a substitute for the school. Does FFCRA and its provisions apply to me?</p>	<p>Contact your direct employer (Edustaff, TES, Narayan, etc.) to see if it applies to you. EPSLA applies and EFMLEA may apply if have been an employee for more than 30 days.</p>

<p>13.) I am afraid to go out into the community for fear of contracting the virus and I would like to choose to not come into work.</p>	<p>If your position is deemed essential for in-person instruction by administration, your request under this scenario will likely not qualify for leave under the EPSLA, the EFMLEA, the FMLA, or the PMLA. You may be required to use accrued paid time off (i.e. personal business or vacation) in accordance with your collective bargaining agreement/handbook or take unpaid time off.</p>
<p>14.) I am at high risk of contracting COVID-19 therefore I will not be reporting to work.</p>	<p>If your position is deemed essential for in-person instruction by administration, your doctor must provide documentation that indicates you are not able to work due to a medical condition that is high risk for COVID-19, for your leave to qualify under the EPSLA, the EFMLEA, the FMLA, or the PMLA. You may be required to use accrued paid time off (i.e. personal business, sick day, vacation) in accordance with your collective bargaining agreement/handbook or take unpaid time off if your leave does not qualify.</p>
<p>15.) My child's school or place of care has moved to online instruction or to another model in which my child is expected to complete assignments at home. What type of leave is available to me?</p>	<p>If online instruction is offered, but the physical location is closed, the employee is eligible for EPSLA and EFMLEA to care for that child (if available). If the school is still open, but you are electing online instruction for your child, then you must utilize personal/vacation time.</p>
<p>16.) Can I substitute accrued leave to be paid my regular rate in lieu of the 2/3 pay rate?</p>	<p>Employees have the option to use their accrued sick, personal business, flex, and/or vacation time listed in Skyward and reserve their leave under the FFCRA. If they take FFCRA with the 2/3 pay rate, they need to elect on the request paperwork that they would like to utilize their accrued time to make up the difference in pay to 100%.</p>
<p>17.) Does emergency FMLA leave extend beyond my contracted period?</p>	<p>No. If employees are not regularly scheduled to work, for example during summer months at a school district, they are not entitled to expanded FMLA leave for that time.</p>
<p>18.) Can I take school or childcare closure leave to care for someone else's child?</p>	<p>No. School closure leave is only available to care for your own son or daughter, as defined by the FMLA.</p>
<p>19.) Does this mean all leave under FMLA is now paid?</p>	<p>No. If you are taking FMLA qualifying leave for any reason other than to care for a child whose school or place of care has closed because of COVID-19, that leave is unpaid. Only leave taken for a COVID-19 school or childcare closure is paid.</p>

20.) I took 12-weeks of FMLA leave earlier this year. Do I get an additional 12-weeks because of the FFCRA?	No. All leave taken under the FMLA, including leave for a child’s school/care center closure, draws from the same bank of time. If you have used all 12-weeks of FMLA available to you, you have exhausted all your FMLA leave and are not entitled to any additional leave. You may still be entitled to the two weeks of emergency sick leave depending on the circumstance.
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If you have questions after reading the information, please contact Julie Toner @ jtoner@huronisd.org.