



Monroe City Schools' Extended COVID-19 Related Leave

Effective January 4, 2021-June 30, 2021 (Unless Otherwise Revised)

The Monroe City School Board will provide employees with up to 5 days of *Extended COVID-19 Leave (ECL)* when an employee has exhausted the 10 days of emergency paid sick leave previously provided by the *Families First Coronavirus Response Act (FFCRA)*, the *Consolidated Appropriations Act (CAA2021)*, **AND** when any of the circumstances occur as defined below:

- Five (5) days of additional paid COVID-19 Related Sick Leave will be granted when the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or Local government order or advice of a health care provider) due to being identified as a close contact to a confirmed positive case **which occurred during the employee's official duty as a Monroe City Schools' employee.** Any additional days cannot be granted if the quarantine resulted from a close contact initiated away from campus while on the employee's personal time or from contact from a COVID-19 positive family member or friend.
- The employee is experiencing COVID-19 symptoms and seeking a medical diagnosis or has tested positive for COVID-19.
- Extended COVID-19 leave does not apply to an employee remaining off work to care for a quarantined minor child.

Monroe City Schools' Extended COVID-19 Leave does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

EXTENDED COVID LEAVE WILL REMAIN IN EFFECT ONLY AS LONG AS FFCRA GUIDELINES REMAIN IN EFFECT OR OTHERWISE CHANGED BY ORDER OF THE MONROE CITY SCHOOL BOARD.

Submit this leave request to the Human Resources Department **immediately upon returning to work.**



REQUEST FOR EXTENDED COVID-19 RELATED LEAVE*

(*For Employees Who Have Exhausted Emergency Paid Sick Leave Provided by FFCRA & CAA2021)

The information contained in this document is exempt from the Public Record Laws of the State of Louisiana.

Directions: Return completed, signed form to the Human Resources Department, Attn: Whitney Martin, immediately upon return to work.

Employee Name: _____ Employee Number: _____

Position: _____ School or Department: _____

Phone: _____ Email Address: _____

Mailing Address: _____

Street Address/P.O. Box City State Zip

Leave Start Date: _____ Leave End Date: _____ Total Work Days: _____

Initial the appropriate request option below according to the qualifying reason for EXTENDED COVID-19 Related Leave

_____ I am requesting up to 5 additional paid days of leave due to my illness and positive test for Covid-19 and am attaching my test result. **(If Covid-19 test was negative, attach physician's diagnosis for symptoms)**

_____ I am requesting up to 5 days of additional paid days of leave for required quarantine due to close contact with a confirmed positive Covid-19 case while in my official capacity as a Monroe City Schools' employee.

I authorize the release of my medical information to Monroe City Schools' Human Resources Department.

Employee Signature: _____ **Date:** _____

**Principal/
Supervisor Signature:** _____ **Date:** _____
(Required)