



Frequently Asked Questions about Covid-19 Related Leave

1/29/2021

What employee leave covers Covid-19?

Monroe City Schools has two types of leave in response to the coronavirus:

Covid-19 Related Leave: The Families First Coronavirus Response Act (FFCRA) provided up to ten days of emergency paid sick leave from April 1, 2020 – December 31, 2020. The Monroe City School Board approved to continue this leave through the current school year for employees who had not exhausted it.

Extended Covid-19 Related Leave: Effective January 1, 2021, Monroe City School Board approved up to five additional days of leave for employee close contact with a confirmed positive person *which occurs during official duty as a Monroe City Schools' employee* or for an employee's personal Covid-19 illness. (Principals or supervisors must sign these forms.) This will assist employees who exhausted Covid-19 Related Leave.

What are the reasons for taking Covid-19 Related Leave?

I. **Covid-19 Related Leave** provides pay for an absence because

- You have a confirmed positive case of Covid-19 (a positive test result requires a 10-day *isolation*). Medical documentation is required.
- You have Covid-19 symptoms and are seeking your physician's diagnosis. Medical documentation providing alternative diagnosis is required.
- You have been notified that you are a close contact of a confirmed positive case whether on the job or from family/community (close contact requires a 7- or 10-day *quarantine*). Available medical documentation or Louisiana Department of Health notification should be included.
 - Employees who have a negative test result that was collected in days 5-7 of *quarantine* may return after 7 days.
 - Employees who do not take a Covid-19 test may return after a 10-day *quarantine*.

**you may be eligible for partial pay for providing care to individuals experiencing the above and other reasons. Please contact Whitney Martin at 318.325.0601 extension 3016 to inquire.*

2. **Extended Covid-19 Related Leave** provides full pay for up to five days (if you've already used Covid-19 Related Leave) for an absence if
 - You have Covid-19 symptoms and are seeking a medical diagnosis or you tested positive for Covid-19. Medical documentation is required
 - You have been quarantined due to being identified as a close contact of a confirmed positive case **which occurred during the employee's official duty as a Monroe City Schools' employee.**

How do I request Covid-19 Related Leave or Extended Covid-19 Related Leave?

1. When you return to school/work, get the appropriate packet from the website **or** from your school principal or department supervisor.

Covid-19 Related Leave

<https://mcschools.net/sites/default/assets/File/divisions/human-resources/employee-files/Covid-19%20Related%20Leave%20Packet--Fillable.pdf>

Extended Covid-19 Related Leave

<https://mcschools.net/sites/default/assets/File/divisions/human-resources/employee-files/Covid-19%20Related%20Leave%20Packet--Fillable.pdf>

2. Complete the packet and attach necessary medical documentation (copies of test results, physician's diagnosis, Return-to-Work Self-Certification form) and/or have your physician complete page 5 Part II of the **Covid-19 Related Leave** packet. Please make sure to put the Start and End Date of your quarantine or isolation per current guidelines.
3. Call Whitney Martin at 318.325.0601 extension 3016 if you have questions about your specific circumstance.
4. Have your principal or supervisor sign the **Extended Covid-19 Related Leave** packet if requesting the additional 5 days. Principal/supervisor signature is not required on the **Covid-19 Related** Leave packet.
5. Submit your packet to Whitney Martin in Human Resources via Pony. (Your school or department secretary may submit your packet for you with your permission.)

Once Human Resources receives and approves your **Covid-19 Related Leave** or **Extended Covid-19 Related Leave**, the days absent will be coded appropriately.

Remember: Each employee has **up to** 10 emergency paid sick leave days through the **Covid-19 Related Leave** and **up to** 5 additional paid sick leave days through the **Extended Covid-19 Related Leave** for the reasons provided above. If you are absent in excess of these days, you must use accumulated sick leave.

Definitions

Isolation separates sick people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Close Contact is defined by Center for Disease Control as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Covid-19 Related Leave—April 1, 2020 – December 31, 2020 through the Families First Coronavirus Response Act provided up to 10 emergency paid sick leave days for specific qualifying reasons. Monroe City School Board continued this leave for employees who have not yet used it through June 30, 2021 or until otherwise revised.

Extended Covid-19 Related Leave—January 4, 2020—June 30, 2021 or until otherwise revised by Monroe City School Board provides up to 5 additional paid sick leave days for employees who have exhausted the 10 emergency paid sick leave days. These 5 days may be used if an employee is in close contact with a confirmed positive person during the employee's official duty as a Monroe City Schools' employee or for an employee's positive Covid-19 illness. The school principal or department supervisor must approve this leave before submission to Human Resources.

Current Guidance on Isolation and Quarantine

Persons with confirmed positive Covid-19 are required to isolate for 10 days. Before returning to work, the person must be symptom-free for the last 24 hours of the isolation.

Persons who've been in close contact with a confirmed positive Covid-19 case are required to quarantine for

- 7 days with a negative test result collected between days 5 and 7 of quarantine
- 10 days if not tested or testing unavailable