

## Noxubee County School District Covid-19 Absentee Policy

Noxubee County School District (“NCSD”) employees who are not prohibited from working by a stay-at-home order or who do not have a protected COVID-19-related reason for missing work are expected to be at work and on time.

NCSD employees are excused for absences for any of the following reasons:

1. tested positive for COVID-19;
2. exhibit one of the principal symptoms of COVID-19;
3. advised by a healthcare provider to self-quarantine;
4. is the primary caregiver for or have had close contact with someone who meets the criteria in (1), (2), or (3) above;
5. is the primary caregiver for a child because the child’s school or childcare provider is unavailable; or
6. a government order prohibits working outside the home by that classification of worker.

The following information must be provided to the employee’s supervisor prior to (thereafter as practicable) taking any Covid-19 related absence:

1. the date(s) and specific reason for absence;
2. the employee’s statement that they are unable to work; and
3. as applicable, the name of the advising healthcare provider, the name of the child’s school or child care provider (along with a statement that no other suitable person is available to care for the child), and the name of the governmental entity issuing the stay-at-home order.

All NCSD employees are expected to return to work when they meet the then-current Center for Disease Control (CDC) guidelines for ending home quarantine or when they are no longer subject to a stay-at-home order. If the NCSD employee does not have an excused absence, or does not return to work when it is safe and lawful to do so, the absence is unexcused and will be handled as such.

NCSD will not retaliate or tolerate any form of retaliation against any employee based upon an employee’s decision to avail themselves of protected leave in accordance with this policy. Violators of this policy are subject to disciplinary action, up to and including termination.