

Noxubee County School District Covid-19 Related Leave Policy

Noxubee County School District (NCSD) recognizes the unique challenges presented by the novel Coronavirus (COVID-19) pandemic and the impact it has on the ability of students and employees to return to campus. In preparation for NCSD employees to return to their positions within our schools, offices, and buildings district wide, we have reviewed the guidance from the Centers for Disease Control (CDC), the Mississippi Department of Education (MDE), and the Mississippi State Department of Health (MSDH).

NCSD has adopted safeguards throughout the district to help keep employees safe from exposure to COVID-19 when they return to their workplace. Some of these measures include, but are not limited to:

- Increased environmental cleaning
- Discouraging shared workspaces
- Requiring face coverings and other personal protective equipment as appropriate
- Providing hand sanitizer in multiple locations for handwashing

Additionally, employees may request leave or Americans with Disabilities Act (ADA) accommodations if they belong to a group that has been identified as being at heightened risk of contracting COVID-19. The following groups have been identified by MDHS as being people at heightened risk of contracting COVID-19:

1. Adults 65 and over
2. Individuals who are obese
3. Individuals who have a chronic illness such as heart disease, diabetes or lung disease
4. Anyone receiving treatments which may compromise their immune system

Available leave and workplace accommodations options are below.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act, the federal government's COVID-19 relief legislation, requires certain employers to provide employees **who are unable to work (or telework)** with two temporary leave entitlements that are now available to eligible employees:

EMERGENCY PAID SICK LEAVE (EPSL)

The Families First Coronavirus Response Act (FFCRA) is available from April 1, 2020 through December 31, 2020.

Under FFCRA an employee is entitled to leave at their **regular rate of pay** or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 total over a **2-week period (80 hours)**.

- If an employee is unable to work or telework due to a need for leave because the employee:
 1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. Has been advised by a health care provider to self-quarantine related to COVID-19; or
 3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis

Under FFCRA an employee is entitled to leave at **2/3 their regular rate** or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 total over a **2-week period**.

- If the employee is unable to work or telework due to a need for leave because the employee:
 - a. Is caring for an individual subject to an order described in (1) above, or self-quarantine as described in (2) above; or
 - b. Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19

Employees can apply for EPSL by completing the EPSL form and providing their supervisor with proof of qualification for the absence.

EXPANDED FAMILY MEDICAL LEAVE (EFML)

An employee who has been employed with the District for at least 30 days may qualify for Emergency Family Medical Leave Expansion Act (EFMLEA) if the employee is caring for a child whose school or place of care is closed for reasons related to COVID-19. The 12 weeks of extended leave under EFMLEA are paid at two-thirds of the employee's regular rate of pay, up to \$200 per day and \$12,000 in the aggregate.

TRADITIONAL FAMILY MEDICAL LEAVE ACT (FMLA)

Eligible employees who have worked 12 months, or 1,250 hours during any 12 month period can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- Birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- Care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- Employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- Qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

AMERICAN WITH DISABILITIES ACT (ADA)

In accordance with the American with Disabilities Act (ADA), Noxubee County School District provides reasonable accommodations to employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity at NCSD.

The ADA requires reasonable accommodations for individuals with disabilities (**absent undue hardship**) during a pandemic.

If you feel you are unable to return to work without a reasonable accommodation, you can **make a formal request** for accommodation through the NCSD Human Resources Department.