



LACKLAND
Independent School District

Everything YOU Need to Know...
About COVID-19 Related Absences and
Leave

Background Information

- COVID-19 was declared a national emergency on March 13, 2020.
- The Families First Coronavirus Relief Act (FFCRA) as part of the CARES Act was implemented to assist workers with COVID-19 related absences from work.
 - This was effective from April 1, 2020 through December 31, 2020.
 - FFCRA included a maximum of 10 days of full or partial paid leave

Background Information

The FFCRA was not a COVID Leave but rather a **federal leave** for employees if one of six (6) reasons applied to them.

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;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child-care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Background Information

- On March 24, 2020, the Lackland ISD Board of Trustees approved a resolution.
- Highlights of the resolution:
 - Board acknowledged that during the COVID-19 pandemic that district employees may be instructed not to report to work
 - Board found the need to provide additional leave for employees who are instructed not to report work
 - Board approved paid Precautionary Exclusion Leave (PEL) up to 10 days.

Background Information

The Precautionary Exclusion Leave (PEL) is not a COVID Leave but rather a **local leave** for employees if a district nurse directs the employee to not report to work. The nurse may use one or more of the reasons below when determining if an employee is required to not report to work.

Previous FFCRA Reasons

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.

Close Contact

1. is a close contact to someone that is lab-confirmed positive with COVID-19

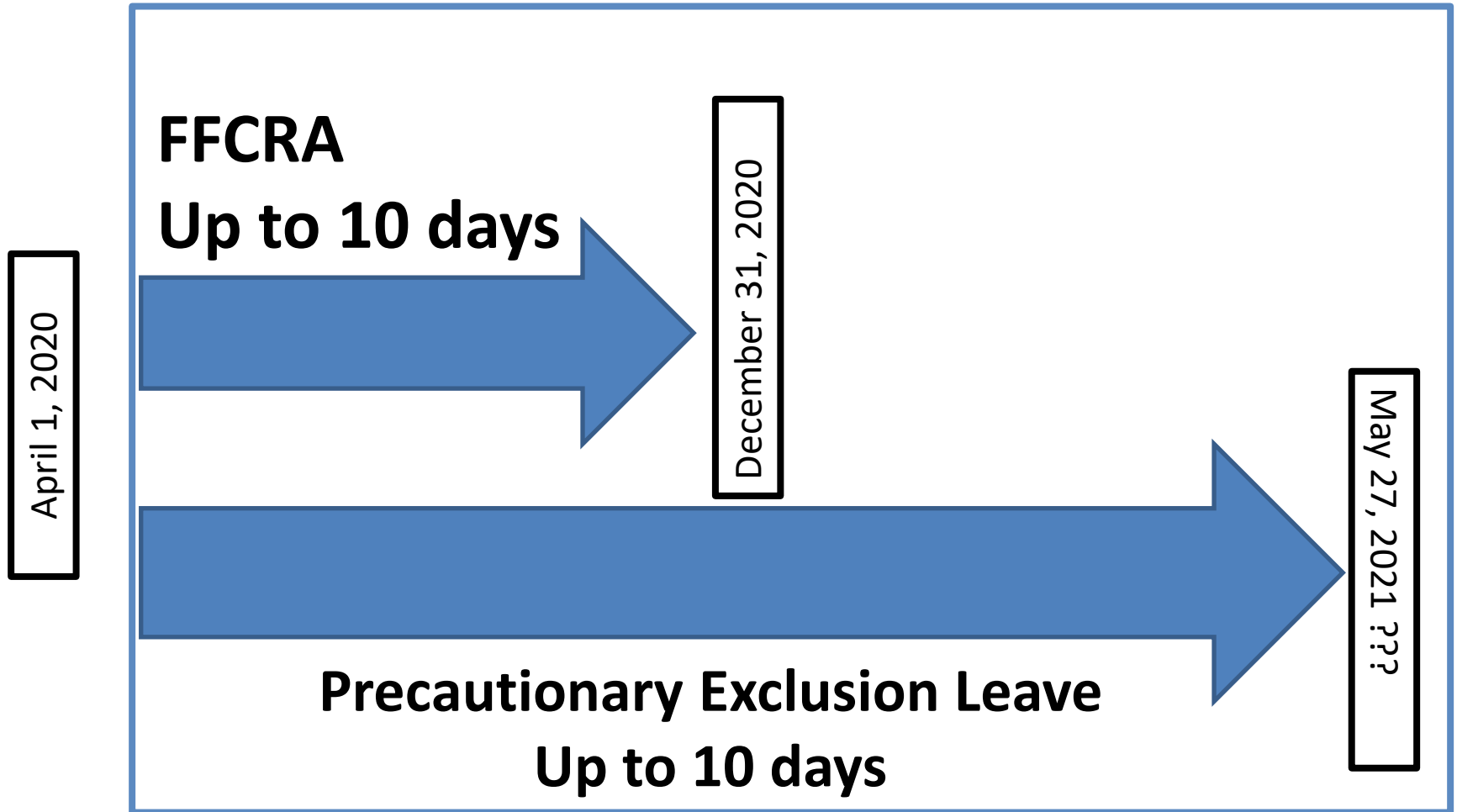
FFCRA & PEL Maximum Days

- PEL was granted to employees from April 1, 2020 when the employee was directed to not report to work only if the FFCRA did not apply.
- Some employees, due to multiple incidents of COVID symptoms and/or exposure took one or both of these leaves from April 1st through December 31st.
- The overall limit between the two (2) types of leave was 20 days (up to 10 days of each).

After January 1, 2021

- The ONLY paid leave related to COVID-19 that continues is the Precautionary Exclusion Leave (PEL), IF an employee has not used up to 10 days since April 1, 2020.
- This is not a new leave, but rather a continuation of the local leave put in place as of April 1, 2020.

Illustration of COVID-19 Related Leaves



Important Definitions & Considerations

Telework

- Telework is defined as working from home when a classroom, campus or district is in full face-to-face operation.
- Telework may be authorized during isolation or quarantine periods
- Telework may be authorized during all-day virtual PD events
- A limited number of teaching positions are telework eligible as allowing a teacher to telework will require compensation of a substitute in the classroom and a teacher at home.
- Enter absence in AESOP - Telework

Remote Teaching

- Remote teaching is defined as teaching (or supporting instruction) from home when either a classroom or campus has shifted to remote teaching.
- In this scenario, both a teacher and students are remote.
- No leave is entered in AESOP

Frequently Asked Question #1

Q #1. If I used 5 days of PEL in the Fall and I am directed to not report to work, will I be granted additional PEL leave?

A #1. Yes, you will be eligible for 5 additional days, for a total not to exceed 10 days.

Frequently Asked Question #2

Q #2. If I used 10 days of PEL in the Fall and I am directed to not report to work, will I be granted additional PEL leave?

A #2. No, there is a maximum of 10 days of PEL from April 1, 2020 through the end of the school year.

An employee that has used all 10 days, should use their accrued state or local leave, as appropriate.

Frequently Asked Question #3

Q #3. If my position has been determined to be “telework eligible” and I am directed to not report to work, will I have to take PEL leave?

A #3. No, if your position is telework eligible and you are able to work (not ill), you will be authorized to telework during your isolation/quarantine period.

Frequently Asked Question #4

Q #4. Who, or what position, is authorized to direct me to not report to work for a COVID-19 related absence?

A #4. One of the district's Registered Nurses are authorized to make the determination of when an employee must isolate and/or quarantine due to COVID-19.

Frequently Asked Question #5

Q #5. Who, or what position, is authorized to approve my return to work after a period of isolation or quarantine?

A #5. One of the district's Registered Nurses are authorized to make the determination of when an employee may return to work after a period of isolation or quarantine due to COVID-19.

Frequently Asked Question #6

Q #6. Who, or what position, is authorized to approve telework instead of PEL?

A #6. The decision to approve telework is a collaborative decision between the immediate supervisor and the payroll department (CFO) based on the needs of the district.

Frequently Asked Question #7

Q #7. Who, or what position, is authorized to determine if I am eligible for paid PEL leave?

A #7. The decision shall be made by the payroll department after:

- receipt of the isolation/quarantine notice from a nurse,
- receipt of the completed PEL Request Form,
- verification that the maximum PEL number of days (10) has not been taken between April 1, 2020 and the date(s) of absence, and
- verification whether an exception or disqualifying event exists.

Frequently Asked Question #7

Exception:

- An employee that is a close contact at work and is directed to not report to work, may qualify for PEL more than once, if:
 - The employee can demonstrate that he/she has followed all of the social distancing and masking requirements.

Frequently Asked Question #7

Disqualifying Events:

- An employee that is a close contact at work and has not complied with the social distancing and/or masking requirements may be denied PEL.
- An employee that chooses to travel out-of-state or out-of-country, without Superintendent pre-approval for potential PEL may be denied PEL.
Note. There is no approval or denial of travel as this is an employee's choice, but the employee may not be eligible for PEL upon returning from their travel destination of choice.

Frequently Asked Question #8

Q #8. What if I am directed by a nurse to isolate or quarantine and after I am cleared by a nurse to return to work, still feel ill and cannot return to work?

A #8. Once the maximum of 10 days of PEL have been used, an employee must use his/her state or local leave for any additional days of absence.

Questions



Submit your questions via email to:
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