

LEAVE FOR ESSENTIAL VESD EMPLOYEES* Impacted by COVID-19
Based on the Families First Coronavirus Response Act (FFCRA)
Effective April 1, 2020



PERSONNEL SERVICES

Essential employees who are ill should NOT be at work. If you have symptoms, please do the following:

- 1) Stay home 2) Immediately inform your supervisor 3) Contact your medical provider 4) Complete a Leave Request form

EMPLOYEE STATUS	TYPES OF LEAVE AVAILABLE (in order)			
	First	Second	Third	Fourth
<i>Essential Workers Only</i>				
A. Off-Work – Emergency PSL (<i>medical verification required</i>) 1. To obey a quarantine order 2. To abide by health care provider recommendation 3. Experiencing COVID-19 symptoms & seeking medical care	Emergency Paid Sick Leave Full Pay (<i>up to 10 days</i>)	Available Sick Leave (<i>as earned in position</i>) Full Pay	Available Vacation (<i>as earned in position</i>) Full Pay	Differential Pay (<i>when available leave is exhausted</i>)
B. Off-Work – Emergency PSL 1. To care for another under quarantine 2. Experiencing condition substantially similar to COVID-19	Emergency Paid Sick Leave 2/3 Pay – based on position (<i>up to 10 days</i>)	Available Personal Necessity (<i>as defined in Agreement/Handbook</i>) Or Available Sick Leave (<i>as earned in position, for own illness</i>) Full Pay	Available Vacation (<i>as earned in position</i>) Full Pay	Family Medical Leave / FMLA (<i>if qualified</i>) Unpaid Or Personal Business without Pay Or Differential Pay (<i>for own illness when available leave is exhausted</i>)
C. Off-Work – Emergency FMLA (<i>if qualified</i>) 1. To care for own minor child due to lack of child care related to Covid-19	Unpaid (10 days) Or Option to use Emergency PSL 2/3 Pay – based on position (10 days) Or Option to use Available Personal Necessity/ Vacation - Full Pay (<i>if applicable</i>)	Emergency Paid Sick Leave 2/3 Pay – based on position (50 days)	N/A	N/A

*Essential workers are employees that the District have required to be at work during the school closure.