

1 **Upper West Shore School District #33**

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3 **COVID-19 Emergency Measures**

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5 Personnel Use of Leave

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7 The School District has adopted the protocols outlined in this policy to govern during the term of
8 the declared public health emergency to inform School District staff about leave options. The
9 supervising teacher, principal, superintendent or designated personnel are authorized to
10 implement this policy.

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13 District Leave

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15 School District staff may utilize accumulated leave granted in accordance with Montana law,
16 District policy, a Collective Bargaining Agreement, or applicable Memorandum of
17 Understanding through the regular procedures governing the type of leave requested.

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20 Federal Law Controls Federal Leave Provisions

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22 The Board of Trustees has adopted this policy and related forms on the referenced date based on
23 the law and available federal and state guidance as of the date of such adoption. Federal and
24 state guidance can change following adoption of this policy and forms. To the extent that any
25 subsequently adopted guidance or federal regulation or other controlling interpretation of the law
26 results in a conflict between such guidance, regulation or controlling interpretation and this
27 policy or forms, the provisions of the guidance, regulation or controlling interpretation controls
28 to the extent of any such conflict. The School District shall take reasonable steps to ensure that
29 staff are notified of any change in guidance or federal regulation or other controlling
30 interpretation of the law that creates a conflict with any provision of this policy of forms.

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33 Emergency Paid Sick Leave- Supt req extension through 20-21 school yr 1-18-21 approved

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35 **In accordance with Federal law, employees may be eligible for two weeks of paid sick leave**
36 **capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to**
37 **work because the employee is quarantined in accordance with a Federal, State, or local**
38 **government order or advice of a health care provider, and/or experiencing COVID-19 symptoms**
39 **and seeking a medical diagnosis.**

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41 **Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-**
42 **thirds the employee's regular rate of pay because the employee is unable to work because of a**
43 **bona fide need to care for an individual subject to quarantine in accordance with a Federal, State,**
44 **or local government order or advice of a health care provider, or to care for a child under 18**
45 **years of age whose school or child care provider is closed or unavailable for reasons related to**
46 **COVID-19, and/or the employee is experiencing a substantially similar condition as specified by**

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5 the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury
6 and Labor.

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8 Eligible employees may request leave available under the Families First Coronavirus Response
9 Act by completing Policy 1910F1 – Emergency Paid Sick Leave

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12 Emergency Family Medical Leave

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14 Employees may be eligible for up to an additional 10 weeks of paid expanded family and
15 medical leave at two-thirds the employee's regular rate of pay when the employee, who has been
16 employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to
17 care for a child whose school or child care provider is closed or unavailable for reasons related to
18 COVID-19.

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20 Eligible employees may request leave available under the Families First Coronavirus Response
21 Act by completing Policy 1910F2 – Emergency Family Medical Leave.

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23 Legal Reference: Families First Coronavirus Response Act

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25 Cross Reference: Policy 1910F1 – Emergency Paid Sick Leave Form
26 Policy 1910F2 - Emergency Family Medical Leave Form
27 Policy 1909 – Human Resources and Personnel
28 Policy 5321 – Leaves of Absence
29 Policy 5328 – Family Medical Leave Act
30 Policy 5329 – Long Term Illness
31 Policy 5330 – Maternity and Paternity Leave
32 Policy 5334 - Vacations
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35 Policy History:

36 Adopted on: March 26, 2020

37 Reviewed on:

38 Revised on: April 20, 2020, Jan. 18, 2021 extended Em sick leave for staff through 20-21 school
39 yr.

40 Terminated on: