

Coronavirus (COVID 19): Employee Use of Sick Leave and Information Guide

The health and safety of the district's staff, students and their families is a priority for the Pleasant Valley School District. ALL PVSD School District employees, regardless of classification or title, are entitled to their earned allotment of Sick Leave, and can verify their earned allotment of leave on the **Employee Portal** <https://myescape.vcoe.org>. Once employees log in, current leave allocations are available to view and download.

In this time of heightened awareness, it is the goal of the District to provide transparency to employees; and employees have the responsibility to manage their leave balance.

Employees must continue to report any sick leave or other leave time when they are not able to work from home or be on call. It is the employee's responsibility to maintain accuracy and honesty in accordance with professional standards as detailed in BP 4119.21 Inappropriate employee conduct includes, but is not limited to: Being dishonest, including, but not limited to, falsifying information in employment records or other school records.

The Families First Coronavirus Response Act (FFCRA) provides paid sick leave and expanded family medical leave for specified reasons related to COVID-19 from April 1,2020 through December 31,2020. Documentation for personal medical or dependent care may be required for certain leaves. All current PVSD procedures will apply. Here is a link with more information: [FFCRA poster](#).*

Type Of Leave	Classified Staff	Certificated Staff
"Sick Leave" - An authorized absence due to physical or mental inability to perform the usual and customary duties of the position due to illness, injury, going to a medical appointment, or for legally established quarantine.	-One day per month of sick leave for full time employees pro-rated for part time employees. (5th day of consecutive illness requires doctor's note.) Sick time accumulates year to year and there is no limit to total usage of earned time.	-12 days of sick leave is posted at the beginning of the school year. (5th day of consecutive illness requires doctor's note.) Sick time accumulates year to year and there is no limit to total usage. May use 6 days of leave per year for illness/accident of family member.
"FMLA/CFRA" – 12 weeks of accrued Sick Leave or unpaid leave (if all leave is exhausted) may be used for birth and care newborn, child adoption or placement of foster child, care for immediate family member, medical leave for serious health condition, care for active duty status, and a covered service member leave(26 weeks).	-FMLA/CFRA may use up to 12 weeks maximum of sick leave or unpaid leave. After the 12 weeks of sick leave is exhausted, it becomes up to the employee to apply for additional unpaid leave if necessary.	-FMLA/CFRA may use up to 12 weeks maximum of sick leave or unpaid leave. After the 12 weeks of sick leave is exhausted, it becomes up to the employee to apply for additional unpaid leave if necessary.
"Personal Leave " can be used for: A. Personal Necessity- death/serious illness of an immediate family member, accident, court, religious matter, event, school/job related need. B. Personal Days- use at the discretion of member *Cannot be used to extend holidays or vacation time*	-7 Personal Necessity Leave days can be used per year out of the accrued sick leave time available. Advance notice shall be given to their supervisor for approval unless in the case of an emergency situation. Cannot exceed number of sick days entitled. Can be taken in ½-hour increments.	-A total of 8 days per school year may be used for Personal Leave. Up to three of the eight personal days may be used at the unit member's discretion. Not to be used first/last week of school, adjacent to a break, week prior to state testing.
Extended Illness- ("Out of Sick Leave")- Once an employee has used all available accrued sick leave, additional 5 school months of sub differential leave(or 50% pay) is available with a doctor's note for the employee's personal illness and/or medical appointments.	-The absence must be reported as sick leave; if it is reported as "personal necessity" or "sick leave care" the absence will be recorded as personal loss of pay.	-The absence must be reported as sick leave; if it is reported as "personal necessity" or "sick leave care" the absence will be recorded as personal loss of pay.

It is the employee's responsibility to manage their leave balances. If you have any questions, please contact Human Resources