

North Adams Community Schools Summary of Leave Options for COVID-19 Related Reasons

**** This is a general summary of the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. If you should need to take this leave, we will utilize professional assistance to insure proper implementation of this leave. ****

Emergency Paid Sick Leave Act (EPLSA)

Eligibility	All full-time and part-time employees
Permitted Reasons for Requested Leave	<ol style="list-style-type: none"> (1) The employee is subject to a quarantine or isolation order related to COVID-19. (2) The employee has been self-quarantined by a health care provider related to COVID-19. (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. (4) The employee is caring for an individual who is subject to a quarantine or isolation order related to COVID-19. (5) The employee is caring for a child if the school or place of care of the child is closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions. (6) The employee is experiencing any other similar condition specified by the U.S. Department of Health and Human Services.
Documentation Required	<ol style="list-style-type: none"> (1) Email or written message given to NACS district human resources staff on or before first day of requested leave. Message must include estimated amount of leave (days) requested. (2) Verification from health care professional given to NACS Human Resources staff as soon as possible for reasons 1, 2, and 3. Other documentation as appropriate for reasons 4, 5, and 6.
Duration of Leave	10 work days (see additional provisions for Reason #5 for eligible employees on next page)
Compensation to Employee for Reasons 1, 2, or 3	Regular rate of pay for days approved (federal limit is \$511/day and \$5110 for entire leave)
Compensation to Employee for Reasons 4, 5, or 6	2/3 regular rate of pay for days approved (federal limit is \$200/day and \$2000 for entire leave). See next page for additional provisions for Reason #5 for eligible employees.
Limit to Leave	10 days maximum may be used from April 1, 2020, through December 31, 2020, under this Act. Days may be consecutive or spread throughout the time period (as approved by the Superintendent). 10 day limit will be reached when the total days of leave, no matter when those days occur, reaches 10.
Use of Personal Accumulated Sick Leave, Personal Days, Vacation Days	Once the 10 days of COVID-19 leave days have been paid, the employee may use accumulated sick leave, unused personal days, and unused vacation days until those are exhausted. NOTE: Vacation days apply to 260-day employees only. No sick leave, personal days, or vacation days will be charged to the employee during the time COVID-19 EPLSA days are being used.
Expiration	This Act expires December 31, 2020, unless extended by state or federal government action.

Emergency Family and Medical Leave Expansion Act (EFMELA)

Eligibility	An employee who has been employed for a minimum 30 calendar days
Permitted Reason for Requested Leave	To care for child under 18 years of age if the child’s school, place of care is closed, or the child’s child care provider is unavailable, due to a public health emergency. (Reason #5 on previous page.)
Documentation Required	Verification from child’s school, place of care, or child care provider indicating closure/unavailability is due to a public health emergency.
Duration of Leave	12 weeks
Compensation to Employee	First 2 weeks of leave is covered under provisions on previous page (Reason #5) and paid at 2/3 regular rate of pay. If the employee has been employed for a minimum 30 calendar days, that employee will be eligible for an additional 10 weeks of leave – paid at 2/3 of regular rate of pay (federal limit is \$200/day or \$10,000 for duration of leave)
Limit to Leave	The additional 10 weeks maximum may be used from April 1, 2020, through December 31, 2020, under this Act. Days may be consecutive or spread throughout the time period. Limit will be reached when the total weeks of leave, no matter when those weeks occur, reaches 12 (2 from previous page and 10 additional from this page).
Use of Personal Accumulated Sick Leave, Personal Days, Vacation Days	Once the additional 10 weeks of COVID-19 leave days under EFMELA have been paid, the employee may use accumulated sick leave, unused personal days, and unused vacation days until those are exhausted. NOTE: Vacation days apply to 260-day employees only.
Expiration	This Act expires December 31, 2020, unless extended by state or federal government action.

Additional Provisions for Employees Who Are High-Risk or Have a Disability

If an employee has a disability or an underlying health condition that qualifies as a disability, the employee must submit documentation from a qualified health care professional to the district human resources staff. NACS will work with the employee and the health care professional to address the issues of whether or not the employee can perform the essential functions of the job and, if required, what reasonable accommodations for the job can be made. If the employee has an underlying medical condition making the employee a high risk for contracting COVID-19, NACS will work with the employee and the health care professional to determine if the medical condition is a disability and if the employee can perform the essential functions of their job with or without reasonable accommodations.

These additional provision expire December 31, 2020, unless extended by state or federal government action.