

FILE: GBRIBC

Cf: [GBRIB](#), [GBRIBA](#)

REVISED EMERGENCY EBR COVID-19 LEAVE 2022-2023

~~1. Allowable Leave: 5 working days~~

~~2. Acceptable Documentation: Notification of close contact and testing results within date range.~~

~~3. Pay Rate: 100%~~

2. COVID-19 (C) ó Child Care/School

A. Need to care for child whose school or child care provider or place of care is unavailable due to COVID-19

1. Allowable Leave: 5 working days

2. Acceptable Documentation: Documentation from school

3. Pay Rate: 100%

~~B. Need to care for a child due to child exhibiting COVID-19 symptoms and are seeking diagnosis or are diagnosed with COVID-19. being designated as a close contact of a person with COVID-19.~~

1. Allowable Leave: 5 working days

2. Acceptable Documentation: Documentation from school

3. Pay Rate: 100%

LIMITATIONS

COVID-19 (C) Leave is only available twice. Once the employee has utilized this leave, they may apply for regular Sick Leave.

~~Vaccination verification is required for usage of this leave to establish leave requirements in compliance with CDC guidance related to quarantine for vaccinated and non-vaccinated individuals.~~

TERMINOLOGY/DEFINITIONS

õChildö means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is:

- ◁ under eighteen (18) years of age; or
- ◁ eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means a provider who receives compensation for providing childcare services on a regular basis, including:

- ◁ a center-based childcare provider
- ◁ a group home childcare provider

- < a family childcare provider (one individual who provides childcare services for fewer than twenty-four (24) hours per day, as the sole caregiver, and in a private residence)
- < other licensed provider of childcare services for compensation.
- < a childcare provider that is eighteen (18) years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a

The provisions included here are based on the *Emergency Paid Sick Leave Act* (EPSLA) of the FFCRA and shall only apply to the COVID-19 outbreak.

Eligibility

~~CDC guidelines based on recommendations related to Completely Vaccinated Individuals and Non-Vaccinated Individuals will guide the required time of quarantine. Employees will have to provide verification of their status to be eligible for this policy. This is subject to change after the adoption and will follow the changes made by the CDC, LDH, or other designated authorities.~~

~~COMPLETELY VACCINATED INDIVIDUALS are not required to Quarantine but should test immediately and potentially 5 days after exposure.~~ Per current LDH and CDC guidance for schools, no individual is required to quarantine at home, but it is recommended that they wear a mask for 10 days after their last exposure to a positive individual and that they test no sooner than 5 days after exposure. If you begin to exhibit symptoms, consider seeking COVID-19 testing and seek medical advisement as soon as possible. ~~please make sure that you seek medical assistance.~~

~~NON-VACCINATED INDIVIDUALS must Quarantine for 10 calendar days. You will need to apply for leave for the requested days through the Frontline Portal.~~ If you begin to exhibit possible COVID-19 symptoms, please make sure that you seek medical assistance.

All full-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount of Paid Sick Leave

For employees with varying hours, one of two methods for computing the number of hours paid shall be used:

- ◁ The average number of hours that the employee was scheduled per day over the six (6)-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- ◁ If the employee has worked less than six (6) months, the expected number of hours to be scheduled per day at the time of hire.

Rate of Pay

Paid COVID-19 Emergency Leave shall be paid at the employee's regular rate of pay.

Interaction with Other Paid Leave

The employee may use Emergency COVID-19 Leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Carryover

Paid emergency sick leave under this policy shall not be provided beyond June 30, ~~2021~~. 2024. Any unused paid sick leave shall not carry over to the next year or be paid out to employees. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

Job Protections

No employee who appropriately utilizes Emergency COVID-19 Leave under this policy shall be discharged, disciplined or discriminated against for work time missed due to this leave. If an employee submits falsified documents, claims and request to the East Baton Rouge Parish School System will be in direct violation of the EBR policy [GBRA, Employee Conduct](#) and will result in disciplinary actions up to and including termination.

New policy: May 21, 2020| Revised: January 21, 2021| Revised: August 19, 2021| Revised: March 16, 2023

Ref: [29 USC 2601](#) et seq (*Families First Coronavirus Response Act (FFCRA)*)

[29 CFR Part 826](#) (*Paid Leave Under the Families First Coronavirus Response Act*)

Board minutes, [5-21-20](#), [1-21-21](#), [8-19-21](#)

East Baton Rouge Parish School Board