

# COVID LEAVE EXTENSION

Rowan-Salisbury Schools has opted to offer the voluntary extension of COVID leave benefits, which will be in effect until March 31, 2021

## FREQUENTLY ASKED QUESTIONS

### What does this mean?

We are extending the COVID leave benefit for exposure, infection, and childcare leave until March 31. This extension is only available to those who have not previously exhausted this benefit offered from April 1 - December 31.

### What is COVID leave?

Up to 10 work days (80 hours) of leave available to any employee currently on payroll who is unable to work on site due to exposure/infection or COVID related child care issues. COVID leave is not deducted from your sick leave balance.

### What do I do if I need to use this benefit?

Speak to your principal/immediate supervisor **FIRST!** Complete the [COVID Leave Request Google Form](#) after meeting with your immediate supervisor.

### Can I work from home?

It depends. Your principal/immediate supervisor will determine if working from home is an appropriate option for you.

### What if I already used the COVID leave benefit, but need to be out again due to COVID?

The COVID leave benefit is a maximum of 80 hours. If you have previously used this benefit, your absences will be processed using your accumulated sick leave days. If your absence extends beyond 10 days, you must work with Human Resources to process your leave of absence.

### What if I don't have any sick leave, but have already used the COVID benefit?

Please contact the [Human Resources Department](#) to discuss your individual situation.