

COVID-19: Leave & Accommodation Options Information Sheet

High-Risk of Severe Illness from COVID-19

The Stonington Board of Education (the “Board”) understands that employees who are high risk or might be at high risk for severe illness from COVID-19 (or reside with an individual who is high risk or might be at high risk) face unique and individualized challenges related to health and their work. Employees are encouraged to complete and submit the “COVID-19 Leave and Accommodation Request Form” to request an accommodation during the COVID-19 pandemic. **To be considered for an accommodation, the employee must submit evidence of medical documentation from a licensed physician.**

“High Risk” Conditions: Currently, the CDC has defined that people with the following conditions **are at increased risk (“high risk”)** of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- Chronic obstructive pulmonary disease (COPD)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

“Might be at High Risk” Conditions: Currently, the CDC has defined that people with the following conditions **might be at increased risk (“might be at high risk”)** of severe illness from COVID-19:

- Asthma
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Employees who seek reasonable accommodations related to COVID-19 will be addressed in the following sequential order:

1. Employees considered “high risk” for COVID-19, as defined by the CDC.
2. Employees who reside with someone who is considered “high risk” for COVID-19, as defined by the CDC.
3. Employees considered as someone who “might be at high risk” for COVID-19, as defined by the CDC.
4. Employees who reside with someone who “might be considered at high risk” for COVID-19, as defined by the CDC.

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Contractual Leave

If an employee is “uncomfortable” reporting to work and does not qualify for leave under the FFCRA or under the federal Family and Medical Leave Act (FMLA) and does not qualify for an accommodation under the Americans with Disabilities Act (ADA), he/she may use his/her available accrued sick leave in accordance with the terms of the collective bargaining agreement.

Childcare Issues

In addressing a request for remote work, the Board will consider childcare issues for employees on a **case-by-case** basis. If the employee is unable to work, including remote work, the employee may be eligible for paid sick leave under the Emergency Paid Sick Leave Act (EPSLA) or expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act (EFMLEA) of the FFCRA. To be considered for telework or leave, please complete, and submit the “COVID-19 Leave and Accommodation Request Form.”

Emergency Paid Sick Leave

Eligibility: All employees are eligible for paid sick leave under the EPSLA.

Reason for Leave: An employee is eligible for paid sick leave when the employee is unable to work, including unable to telework, because he or she:

- (1) Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. Concerns related to COVID-19 means the employee: (1) has COVID-19; (2) may have COVID-19; or (3) is particularly vulnerable to COVID-19.
- (3) Is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- (4) Is caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (5) Is caring for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. Concerns related to COVID-19 means the individual: (1) has COVID-19; (2) may have COVID-19; or (3) is particularly vulnerable to COVID-19.
- (6) Is caring for his or her son or daughter under age 18, or 18 years of age or older who is incapable of self-care because of a mental or physical disability, whose school or place of care is closed, or whose child care provider is unavailable, due to COVID-19 related reasons (Note: Leave taken for this reason runs concurrent with the first two (2) weeks of unpaid leave under the EFMLEA as discussed below).
- (7) Is experiencing any other substantially similar condition to COVID-19 as specified by the Secretary of Health and Human Services of the U.S. Department of Health and Human Services (Note: None have been specified at this time).

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Duration of Leave: Full-time employees (employees who work 40 hours or more per week) are entitled up to 80 hours of paid sick leave over a two (2) week period. Part-time employees are entitled to paid sick leave based on the average number of work hours in a two (2) week period.

Compensation:

- For leave reasons (1), (2), and (3) above, the employee is entitled to his or her regular rate of pay or the applicable minimum wage, whichever is greater, to a maximum of \$511 per day, or \$5,110 total over the entire two (2) week period.
- For leave reasons (4), (5), (6), and (7) above, the employee is entitled to compensation at two-thirds (2/3) his or her regular rate of pay or the applicable minimum wage, whichever is greater, to a maximum of \$200 per day, or \$2,000 over the entire two (2) week period. If additional leave is needed for leave reason (6), the employee may be eligible for expanded family and medical leave under the EFMLEA.

With Board approval, an employee receiving less than the full amount of the employee's normal pay while using paid sick leave may choose, but is not required, to supplement the employee's partial pay using accrued Board-provided paid leave, up to the full amount of the employee's normal pay.

Paid Sick Leave Request: To be considered for leave for one of the above reasons, please submit the "COVID-19 Leave and Accommodation Request Form."

Expiration: This expires on December 31, 2020.

Expanded Family and Medical Leave

The Board will provide expanded family and medical leave under the EFMLEA to eligible employees. The EFMLEA of the FFCRA expands the eligibility and qualifying reasons for leave available under the federal Family and Medical Leave Act ("FMLA").

Eligibility: Employees who have been employed by the Board for at least 30 calendar days are eligible for expanded family and medical leave under the EFMLEA.

Reason for Leave: An employee is eligible for expanded family and medical leave when the employee is unable to work, including unable to telework, because the employee is caring for his or her son or daughter under age 18, or 18 years of age or older who is incapable of self-care because of a mental or physical disability, whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

Duration of Leave: An employee is eligible for up to 12 weeks of leave. This leave adds an additional covered reason for use of the federal FMLA leave and does not provide an additional 12 weeks of federal FMLA leave. Full-time employees are eligible for 40 hours per week and a part-time employee is eligible for the number of hours that the employee is normally scheduled to work over that period.

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Compensation: The first two (2) weeks of expanded family and medical leave are unpaid, but any available emergency paid sick leave under the EPSLA will run concurrent with those first two (2) weeks of unpaid leave. If EPSLA is not available to cover the entire period of unpaid leave, an employee may substitute any accrued Board-provided paid leave during that remaining period of unpaid leave. For the following ten (10) weeks, an employee is entitled to compensation at two-thirds (2/3) of his or regular rate of pay. If the employee takes paid sick leave under the EPSLA for the first two (2) weeks, the employee is entitled to up to \$200 per day, or \$12,000 for the twelve (12) weeks. If the employee takes accrued Board-provided leave during the first two (2) week period, the employee is entitled to the full amount of such accrued leave during the first two (2) week period, even if that is greater than \$200 per day.

Expanded Family and Medical Leave Request: To be considered for leave, please submit the “COVID-19 Leave and Accommodation Request Form.”

Expiration: This expires on December 31, 2020.

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The Family and Medical Leave (“FMLA”)

Eligibility: Employees are eligible for FMLA leave if they have worked for the Board at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where 50 or more employees work at that location or within 75 miles of it.

Reason for Leave: Eligible employees are entitled to FMLA leave for:

- (1) The birth of the employee’s son or daughter and to care for such son or daughter.
- (2) The placement with the employee of a son or daughter for adoption or foster care.
- (3) To care for the employee’s spouse, son, daughter, or parent who has a serious health condition.
- (4) The employee’s serious health condition that makes the employee unable to perform the functions of his or her position.
- (5) Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on covered active duty.
- (6) To care for a covered servicemember with a serious injury or illness if the servicemember is employee’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Duration: The FMLA guarantees qualifying employees up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons. Eligible employees are entitled to 12 workweeks of leave in a 12-month period. For military caregiver leave, eligible employees are entitled to 26 workweeks of leave during a single 12-month period.

Compensation: FMLA leave is unpaid. However, if the employee has accrued Board-provided leave available, the employee may use accrued leave for some or all of the FMLA period.

FMLA Request: To be considered for FMLA leave, please submit the “COVID-19 Leave and Accommodation Request Form.” In addition to the form, the Human Resources Department will provide you appropriate documentation to complete in support of your FMLA leave.