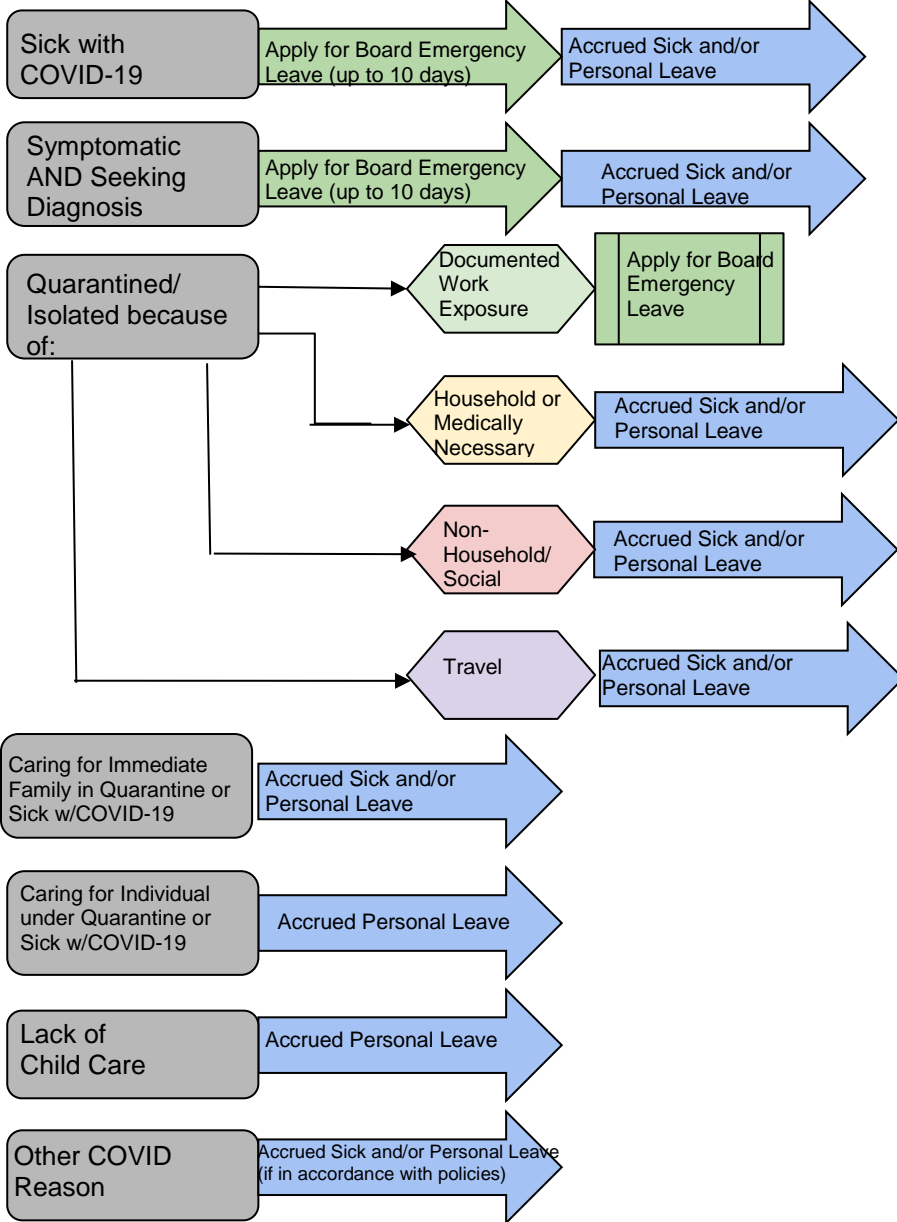


# Caverna Independent Schools

## COVID-19 Employee Leave Options

Effective 1/1/2021 - 6/30/2021



### Notes:

1. If the employee's position and technology allow, the option to telework may be offered in lieu of district leave options.

2. Applicable policies and laws regarding various types of leave, even if not specifically written on the document, will be followed.

3. Written documentation from the employee may be requested/required when submitting an application for district leave.

4. This document is meant as a general guideline. If a different leave option for an employee is more suitable given their specific circumstance, the Superintendent may approve other options.

5. Employee must use sick days if federal days have already been exhausted.

[Application for Board Emergency Leave Form](#)

[Emergency Leave Board Resolution](#)

[Employee Rights FFCRA Poster](#)

### Color Key:

Blue - Employee's accrued leave

Green - Additional leave (beyond employee's accrued leave options)