



Cynthia McCabe
Superintendent

Memo

To: Principals
Supervisors

From: Ernesto Diaz, Director of Human Resources

Date: September 19, 2022

Re: 2022-23 COVID Leave Procedures for CCEA-Represented Employees

This is to provide you with operating leave procedures for the 2022-23 school year for teachers and related personnel related to COVID-19. While the pandemic has not yet been declared endemic, we are hopeful to return to more normal operations this year. The MOU we had with CCEA on quarantine leave for the two years is expired and has not been renewed. The following guidelines are now in place:

- These guidelines pertain specifically to two scenarios involving COVID-19:
 - Instances where an employee provides official verification through a PCR test that the employee or employee's child has COVID; and
 - Instances where an employee's child(ren) daycare provider verifies that the daycare is temporarily closed due to COVID-19 exposure.
- In the scenarios above, the principal/supervisor, in conjunction with the appropriate director, may determine if the employee shall work remotely or take leave based on the following considerations:
 - Continuity of learning for the students;
 - Is the teacher in a critical shortage area;
 - If the class is a level or type where the teacher being virtual is preferable to a sub in-person;
 - Staffing situation in your school/department; and
 - The employee's ability to telework
- For employee's who are denied the ability to work remotely, during the COVID-19 scenarios above, the employee may make a request to the Director of Human Resources for up to five days of sick leave to be added to the employee's sick leave balance. Requests may be retroactive to the beginning of the current school year.