



Cynthia McCabe
Superintendent

Memo

To: Principals and Supervisors

From: Ernesto Diaz

Date: October 21, 2022

Re: 2022-2023 COVID Leave Procedures for CASE-Represented Employees

This is to provide you with operating leave procedures for the 2022-23 school year for CASE-represented employees 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 previous MOU's with CASE regarding quarantine leave have expired and have 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's) daycare provider verifies that the daycare is temporarily closed due to COVID-19 exposure.

- In 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.