

---

**EAST ISLIP SCHOOL DISTRICT**  
*OFFICE OF HUMAN RESOURCES AND ADMINISTRATION*  
**INTEROFFICE MEMORANDUM**

---

**To:** All Employees  
**From:** Aileen M. O'Rourke, Ed.D.  
**Re:** **COVID-19 Paid Leave Information REVISED**  
**Date:** September 22, 2023

---

NYS COVID Paid Leave remains intact for employees that have tested positive for COVID-19.

- The paid leave is applicable for three (3) isolation periods (cumulative from 2020/21).
- Proof of your positive test is required – if you tested positive using a home test submit a picture of the test with the date written on it in marker.
- For the second and third periods, eligibility must be evidenced by a positive PCR test from a licensed medical provider or testing facility confirming the result.
- Quarantine for exposure is no longer required and, therefore, not eligible for paid leave.

**IF YOU TEST POSITIVE FOR COVID-19:**

1. Report the positive case to your direct supervisor immediately and enter your upcoming absence as “sick” into Frontline for coverage, if applicable.
2. Submit the following to the Human Resources Office:
  - Proof of positive test as outlined above.
  - Affirmation of Isolation form: [CLICK HERE](#)
  - NYS COVID Paid Leave Request Form found at “Departments>Human Resources” on our District website.
3. You must isolate for 5 days and may return on the 6<sup>th</sup> day if you have been fever free for 24 hours without the use of medication, and symptoms are improving. Continue to wear a mask for days 6 through 10.
4. If you are too sick to return to work on day 6, continue to put in your absence until you are well enough to return and notify the Human Resources Office.

If you have any questions, please contact the Human Resources Office at (631) 224-2017.