

1 Personnel Use of Leave

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3 The School District has adopted the protocols outlined in this policy to govern during the term of
4 the declared public health emergency to inform School District staff about leave options. The
5 supervising teacher, principal, superintendent or designated personnel are authorized to
6 implement this policy.

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8 District Leave

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10 School District staff may utilize accumulated leave granted in accordance with Montana law,
11 District policy, a Collective Bargaining Agreement, or applicable Memorandum of
12 Understanding through the regular procedures governing the type of leave requested.

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14 Federal Law Controls Federal Leave Provisions

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16 The Board of Trustees has adopted this policy and related forms on the referenced date based on
17 the law and available federal and state guidance as of the date of such adoption. Federal and
18 state guidance can change following adoption of this policy and forms. To the extent that any
19 subsequently adopted guidance or federal regulation or other controlling interpretation of the law
20 results in a conflict between such guidance, regulation or controlling interpretation and this
21 policy or forms, the provisions of the guidance, regulation or controlling interpretation controls
22 to the extent of any such conflict. The School District shall take reasonable steps to ensure that
23 staff are notified of any change in guidance or federal regulation or other controlling
24 interpretation of the law that creates a conflict with any provision of this policy of forms.

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26 Emergency Paid Sick Leave

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28 In accordance with Federal law, employees may be eligible for two weeks of paid sick leave
29 capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to
30 work because the employee is quarantined in accordance with a Federal, State, or local
31 government order or advice of a health care provider, and/or experiencing COVID-19 symptoms
32 and seeking a medical diagnosis.

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34 Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-
35 thirds the employee's regular rate of pay because the employee is unable to work because of a
36 bona fide need to care for an individual subject to quarantine in accordance with a Federal, State,
37 or local government order or advice of a health care provider, or to care for a child under 18
38 years of age whose school or child care provider is closed or unavailable for reasons related to
39 COVID-19, and/or the employee is experiencing a substantially similar condition as specified by
40 the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury
41 and Labor.

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43 Eligible employees may request leave available under the Families First Coronavirus Response
44 Act by completing Policy 1910F1 – Emergency Paid Sick Leave

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Emergency Family Medical Leave

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay when the employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F2 – Emergency Family Medical Leave.

Legal Reference: Families First Coronavirus Response Act

Cross Reference: Policy 1910F1 – Emergency Paid Sick Leave Form
Policy 1910F2 - Emergency Family Medical Leave Form
Policy 1909 – Human Resources and Personnel
Policy 5321 – Leaves of Absence
Policy 5328 – Family Medical Leave Act
Policy 5329 – Long Term Illness
Policy 5330 – Maternity and Paternity Leave
Policy 5334 - Vacations

Policy History:

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Revised on:

Revision Note: