

No.
SECTION: Employees
TITLE: Supplemental Paid Sick
Leave for Public
Emergencies
1st Reading: February 16, 2023
2nd Reading: March 16, 2023
3rd Read/Vote: April 20, 2023

Supplemental Paid Sick Leave for Public Emergencies

1 PURPOSE

The purpose of this policy is to provide a safe and healthy workplace for all employees, and to establish and outline provisions, preparedness, and response in the case of a pandemic, communicable disease or other serious public health threat that is declared to be a public health emergency. The Board and its delegates will follow recommendations from authorities to keep employees and the community safe, including complying with any legislative acts/laws enacted.

This policy is in addition to the current PTO/Vacation/Sick Leave benefits.

Effective voted date per above, eligible employees will be provided with **Supplemental Paid Sick Leave** for public health emergencies as declared by local, state or federal health authorities under certain conditions as outlined in this policy.

2 AUTHORITY

The Board deems it necessary to follow local, state and federal health mandates.

3 DELEGATION OF RESPONSIBILITY

The Board directs the CEO and HR Coordinator to maintain and monitor the use of **Supplemental Paid Sick Leave under these guidelines.**

4 PROCEDURES

Reason for Leave

Employees may take Supplemental Paid Sick Leave if they are unable to work (or telework) because:

1. Subject to a federal, state, or local quarantine or isolation order relating to public health emergencies;
2. They are advised by a health care provider to self-quarantine because of public health emergency;
3. They are experiencing symptoms due to public health emergency and are seeking a medical diagnosis;
4. They are caring for an individual or are advised to quarantine or isolate;
5. They are caring for a child/dependent whose school or place of care is closed, or whose child care provider is unavailable, due to public health emergency precautions; or
6. They are experiencing substantially similar conditions as specified by the Chester County Department of Health, including other State or Federal authorities.

Duration/Compensation

Employees are entitled to:

Full-time employees: 40 hours of pay at their regular pay rate.

Part-time employees: Pay for the number of hours the employee works, on average, over a weekly period.

No waiting period for new employees.

***Note:** Entitlement hours are subject to change to align with the recommendations of health officials.*

Leave Rules

The employee may elect to use supplemental paid sick leave before using any accrued paid leave.

Unused supplemental paid sick leave cannot be carried over or paid out.

Requesting Leave

If an employee needs to take supplemental paid sick leave, provide notice via school specified means, as soon as possible. Regular Call-in procedures apply to all absences from work. A request for Sick Pay Leave must be made in writing, must be for a specified period of time and must be directed to Human Resources. All leave requests should be accompanied by documentation supporting the necessity for the leave such as a medical note, test results, or letter of school/childcare closure.

If an employee exhausts their supplemental paid sick leave and the employee remains absent, then regular paid time off or sick time will be used for the remainder of absent days. If the employee does not have sufficient paid time off, then the employee will be placed on unpaid leave.

Employees must submit a request for supplemental paid sick leave to Human Resources who will record and process the hours via the payroll system.

All supplemental paid sick hours will be entered by Human Resources.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

In adherence to the guidance of the State Department of Public Health, the Centers for Disease Control and Prevention, or the local Public Health Department, this policy is subject to change.