

COVID LEAVE – PERSONAL DAY FORGIVNESS

There are currently no government sponsored COVID leave days. However an employee who is quarantined, exposed, or tests positive for COVID may get up to five (5) days Covid relief.

In order to receive relief from having to utilize up to five (5) personal days for COVID, the employee may fill out the following form and meet the following requirements.

Exposed and tested for COVID 3-5 days after exposer. To receive forgiveness the employee must be tested.

May utilize up to five (5) days – one time use

Any days after five (5) will be personal. Employees who use all of the employee's personal days due to COVID may meet with Central Office Staff to discuss options.

Must be attached to absence form

Tests positive for COVID – Automatically qualifies

Are you vaccinated? If so, an exposed person is NOT required to quarantine. Vaccinated persons who test positive must quarantine and automatically qualifies for forgiveness.

Name: _____

Dates of absences requested for personal day forgiveness: _____

Were you tested for Covid during these days: Yes No

Approved by Supervisor _____ Date _____

Superintendent _____

Days forgiven _____

CODE to ESSER III Employee COVID salary relief