

Guidance Regarding Leave related to COVID 4/22/21

Dear LWEA Staff,

As more people return to the building, remember that we continue to implement Covid-19 health protocols including quarantining of those who show symptoms or may be exposed to Covid-19. The District and LWEA have negotiated numerous leave options for the unique situations posed by the pandemic and the differing instructional models. Below is basic guidance regarding the use of LEAVE. Forms and additional leave information are on the [COVID-19 Resources](#) page on the staff portal. As a reminder you may want to review page 64 in the [LWSD COVID Safety Manual](#).

Please see the table below for information regarding leaves relating to COVID quarantines or symptoms.

Situation	Leave	Process
LWEA member is: <ul style="list-style-type: none">• unable to work due to COVID symptoms• requested to quarantine due to exposure at work• requested to quarantine due to COVID exposure anywhere• tests positive for COVID and must quarantine	Emergency Health Leave if unable to work	Follow the procedures in the Emergency Health Leave FAQ: <ul style="list-style-type: none">• Complete Request for Leave form Request for Leave Form• Check the “Other” box for Type of Request• Write in “Emergency Health Leave”• Identify the number of days (in most cases this will be ten-fourteen (10-14) calendar days• Attach a doctor’s note stating the employee is isolating/quarantined• Submit this to the employee’s supervisor who will initial, date the form and forward to Payroll.
For the above situations, can I work from home if I am able?	Yes, LWEA members may work from home if they are able and do not need to request Leave. You must request a substitute if needed.	If substitute is needed, complete Substitute Request in Frontline. <ul style="list-style-type: none">• Absence reason from pull down Menu: COVID Quarantine Release/Leave code: CQR. Responsibilities if working from home: <ul style="list-style-type: none">• LWEA elementary teachers shall continue to work with the substitute to create plans, and communicate through the day as reasonable, engage with students and families, follow-up on paperwork or other class related teacher directed work.• LWEA secondary teachers will teach remotely if they are unable to teach in-person for the period that they are required to quarantine.

Sick leave Pool

LWEA members have access to a pool of sick leave for a positive diagnosis of COVID-19 contracted at the workplace. (Elementary K-5 LOU Part VI Section B.1; Secondary LOU - Part V Section B.1)

	Leave	Process
Test positive for COVID and contracted at the workplace	Sick Day pool	<ul style="list-style-type: none">• Complete Request for Leave Form• Check the “Other” box for Type of Request• Write in Emergency Health Leave• Attach a Dr. note• Attach an attestation statement indicated that COVID was contracted at the workplace• Submit form to supervisor who will initial and forward to Payroll
Side effects from COVID vaccine Beginning January 1, LWEA Member may access up to one day of leave within 24-48 hour after inoculation if you have side effects and are unable to work	Sick Day pool	<ul style="list-style-type: none">• Complete Request for Leave Form• Check the “Other” box for Type of Request• Write in Side effects from COVID vaccine• Attached documentation of inoculation date• Submit this to the employee’s supervisor who will initial, date the form and forward to Payroll.• Employee would use accrued sick leave, annual leave, for any time beyond this.

- *Emergency Health Leave expires at the end of the 2020-21 school year or the end of the Governors’ emergency proclamation, whichever is sooner*
- *The sick leave pool ends upon expiration of the LOUs June 30, 2021*
- *All staff shall work with care to maintain confidentiality regarding LWEA member health concerns.*
- *LWEA members may continue to use accrued sick leave for any non-COVID need sick leave day.*