

## FAQ for additional Covid-related Leave provisions for 21-22 SY

The LOU addresses 3 types of leave provisions: Covid Quarantine release time; Covid Quarantine Leave Pool; Covid Childcare Leave Pool. Please [read the LOU](#) on the LWEA website for details. Here are some commonly asked questions regarding our agreement.

### If I am excluded from work due to a Covid event, can I work from home during the exclusion period?

- Yes, your absence would be considered **release time** instead of **leave** if you are willing and able to work during the exclusion period.

### What if I am unable to work from home during the exclusion period?

- You will be placed on **paid leave** instead of using **release time**. There are 2 kinds of leave options in the LOU:
  - Covid Leave Pool for Employees
  - Covid Childcare Leave Pool

### Why would I have to use my own sick leave during a required Covid quarantine/isolation exclusion?

- You choose not to use release time during the exclusion period.
- You don't test positive for Covid & you are too sick to work the exclusion period.
- You choose not to use release time during a Covid Childcare Leave event.
- You are unable to return to work after the defined the exclusion period has ended.

### How many of my sick days might I have to use for a required Covid quarantine/isolation exclusion?

- 0 sick days: if you can work at home during the exclusion period, your absence would be considered release time instead of leave.
- 3-6 days: if you don't test positive for Covid but are too ill to work at home during the exclusion period, some of your leave days would come from your sick leave.

### Who determines if I can use release time?

- The member determines if they will elect to use release time.
- Section I.C of the LOU says: "Members who are ABLE and WILLING to work from home during a Covid event or Covid childcare event shall *in consultation with supervisor* continue to work..."

### What does "work from home" mean exactly?

- Work from home is described in I.C of the LOU. Essentially, an employee on release time would be completing work related to their instructional responsibilities: grading, lesson planning and supporting a sub, communication with parents, students, and/or administration, etc. Employees on release time should be reachable during work hours.
- Work from home does not mean that an educator is teaching concurrently or remotely teaching a class.

### How do I secure release time retroactively?

- Have a conversation with your supervisor to ask what documentation might be needed to document your "digital footprint" on the days you were excluded from work. It may be that no documentation is needed.

### When will my sick leave be changed to leave days in accordance with our LOU?

- Allow 30 days for Payroll to update sick leave balances. After 30 days, if you're still seeing sick days deducted inaccurately in accordance with our LOU, email Lori Redecker. Please be patient. This additional leave process adds to the work load of Payroll staff so they will need additional time to process the paperwork.