

EMPLOYEE LEAVE DURING COVID-19 GUIDANCE

The Families First Coronavirus Response Act (FFCRA) provides employees with paid sick leave or expanded family & medical leave for specific reasons related to COVID-19. You can find the FFCRA Notice [here](#), in Employee Self Service/Resources, and posted in each school/location. FFCRA was enacted in April 2020 and is currently scheduled to end on December 31, 2020.

You should familiarize yourself with the most common symptoms related to COVID-19. Furthermore, you should review the important protocol entitled [Employee Wellness During the COVID-19 Pandemic](#) that outlines steps to take to report an illness.

IF YOU CANNOT WORK BECAUSE YOU:

- Have been exposed to COVID-19,
- Have COVID-19 symptoms,
- Are caring for someone who has COVID-19 symptoms, or,
- Have been told to quarantine

You may be eligible for up to 80 hours of paid sick leave without using your own accrued leave.

Please direct all questions about potential symptoms, COVID testing, related time off, and reporting personal out of state travel to responseCOVID19@wcps.k12.md.us and alert your supervisor.

IF YOU CANNOT WORK BECAUSE YOU DO NOT HAVE CHILD CARE

The Family & Medical Leave Act (FMLA) was expanded to include caring for a child whose school or childcare is closed due to COVID-19 related reasons. This expansion is outlined in the FFCRA. This means that if you are unable to work because you must be home to care for your child(ren), you could qualify for FMLA.

If this applies to you, please complete this [google form](#). Someone will be in touch with you shortly after you apply. See below for additional information.

- You receive pay under the Act at 2/3 of your daily rate capped at \$200/day.
- You do not use any of your paid time off during this time.
- WCPS extends you up to 60 duty days under FMLA. You may return sooner if you obtain childcare.
- Your benefits remain in an 'active' status during FMLA, meaning the cost is the same as when you worked.
- Should you need to extend your time off beyond the FMLA period, you may request a leave of absence from Human Resources.

Please contact the Benefits Department at wcps_benefits@wcps.k12.md.us or 301.766.2810 with questions.

IF YOU CANNOT WORK BECAUSE OF OTHER CIRCUMSTANCES

If you are not able to work because of your own medical condition, a family member's medical condition, or some other reason, please contact the Benefits Department immediately at wcps_benefits@wcps.k12.md.us or 301.766.2810 to review potential leave options.

IF YOU CAN WORK BUT NEED AN ACCOMMODATION TO YOUR WORKSITE

Employers are required to provide reasonable accommodation to employees who have disabilities covered under the Americans with Disabilities Act (ADA).

No accommodations will take place without medical documentation of the disability by a medical provider. Using an interactive process, the employee and Human Resources Department, with possible additional input from the medical provider, will discuss potential feasible accommodations. For those current employees with visible disabilities (such as wheelchair user, visually impaired) a reasonable accommodation can be provided pending submission of documentation.

To request an accommodation, please follow the steps below.

Step 1: Inform the Human Resources Department of the need for reasonable accommodation by completing this [google form](#).

Step 2: Contact your medical provider's office to obtain documentation of the disability. The documentation provided by your physician must include key information to process your request.

- Verification that the employee has a disability.
- Description of how the employee's limitations impair the ability to perform the duties of their job.
- Indication of whether these limitations are temporary or permanent.
- Recommendation on necessary accommodation(s).

If the letter from the physician does not include these elements you should follow-up with them and request a revision. A final determination cannot be made without this information.

A representative from the Human Resources Department will be in touch to begin the interactive process. Please contact Regina Keller at kellereg@wcps.k12.md or 301.766.2953 with specific questions.