

## COVID-19 Available Leave Options for Employees

<b>Families First Coronavirus Response Act (FFCRA)</b> Expands definition of FMLA through December 31, 2020		
<b>FMLA</b>	<b>MEDICAL LEAVE FOR EMPLOYEE</b>	
Requested for the purpose of caring for a seriously ill child, spouse, or parent. To use this leave, an employee must submit a note from a medical provider.  May use vacation, comp time or sick leave.  SEIU Bargaining unit members: May apply for SDI.	One 5-month period for employees own illness. To be eligible for this leave, employee must have a note from a medical provider.  Sick leave is used. When sick leave has been exhausted substitute differential will be used ( <i>Differential pay is the difference between the employee's rate of pay and the cost of a sub employee rate regardless if a substitute is used</i> )	
<b>2021 COVID-19 SUPPLEMENTAL PAID SICK LEAVE</b>	<b>UNPAID LEAVE OF ABSENCE</b>	
Employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021. A covered employee may take leave if the employee is unable to work or telework for any of the following reasons: caring for yourself, caring for a family member, or vaccine related. The maximum \$511 is pro-rated for part-time employees.	Requests will be reviewed at the supervisory, departmental and division levels, and forwarded to the Human Resource Division for formal action and acknowledgement. If the leave is approved, your fringe benefits will continue through the end of the last month in which you are in paid status, and will be discontinued during the balance of your unpaid leave. A request can be denied.	
<b>Please contact Human Resources/Employment Services to discuss leave options and to obtain the appropriate form.</b>		
HR Specialist:	Staff in the following departments:	Phone Number
Erika Carvajal	Executive Services, Equity & Educational Progress, Human Resources, Professional Learning & Instructional Support and Technology & Data Services Divisions All Leadership staff	(408) 453-6834
Tina Cordoba	Special Ed Clusters: High School SAI, Elem SAI South, & Middle School SAI	(408) 453-6837
Gloria Villarreal	Special Ed Clusters: DHH Skilled Nursing, Elem SAI North, & Preschool/Early Start Migrant Education	(408) 453-6838
TBD	Special Ed Clusters: OI Medically Fragile, Therapeutic/Medically Fragile, & Special Ed Admin. OYA, Walden West/Environmental Education, & Alternative Education	(408) 453-6929
Natasha Kang	Business, Facilities & Operation Division Head Start/Early Learning Services/State Preschool	(408) 453-6839
Mary Olival, Manager	For any additional questions or concerns.	(408) 453-6836