

A-35/21-22

January 19, 2022

TO: All PCS Employees

FROM: Mark R. Jones, Ed.D., Division Superintendent
Steven D. Mayhew, Assistant Superintendent for Administration

SUBJECT: PCS Leave Requests for COVID-19 (updated January 19, 2022)

To address additional questions and/or concerns relative to COVID-19 leave issues, the following information is provided. Please note: this updated guidance replaces all previous communications relative to PCS Leave Requests for COVID-19.

1. If an employee is fully vaccinated (received primary series of vaccines) or up to date (received all recommended COVID-19 vaccines, including any booster dose[s] when eligible) for COVID-19 following an exposure and is not experiencing COVID-19 symptoms, the employee can report to work. The employee should wear a mask at all times while at work, must monitor symptoms, and follow any current mitigating measures as appropriate. **The employee should report this information to the respective principal/supervisor.**
2. If an employee that is recommended for quarantine by School Health Services staff because of an exposure to someone who is positive for COVID-19, symptomatic and awaiting COVID-19 test results, or has a positive COVID-19 test result, COVID-19 leave may be requested **upon return to work.* The employee should report this information to the respective principal/supervisor.**
3. If an employee must be absent to care for a custodial child because of COVID-19 (e.g. either the child is subject to quarantine or isolation), COVID-19 leave may be requested **upon return to work.* The employee should report this information to the respective principal/supervisor.**

*** For items (2) and (3), COVID-19 leave may be requested up to five (5) total days for the remainder of the 2021-2022 school year or when these provisions expire. Please note: employees must follow all current COVID-19 protocol. The effective date of leave coverage is for any cases from January 1, 2022, until these leave provisions expire.**

Employees requesting leave coverage must complete the attached form in its entirety, provide any requested documentation as applicable, and submit to the appropriate principal/supervisor. The principal/supervisor should submit this form to the Human Resources Office. **Please note: the request should be completed and submitted after the employee returns to work. Incomplete forms will be returned.**

PCS Leave Request for COVID-19

(Updated 1/19/22)

Employee Name: _____ Employee ID: _____

Date: _____ School/Bldg: _____

Requested Dates of Leave: _____

Please check the Qualifying Reason that is applicable and provide the following information below:

_____ Date of exposure: _____

Date of onset of COVID-19 symptoms (if applicable): _____

Date of COVID-19 test (if applicable): _____ Results of test: _____

Do you represent that you followed all COVID-19 protocol and mitigating measures as appropriate?
_____ YES _____ NO

Please provide any additional information about this case below (attach separate sheet if needed).

_____ Caring for a child that must quarantine or isolate because of COVID-19

Child's name: _____ School attended: _____

Date of child's exposure: _____

Anticipated date of child's return to school: _____

Please provide any additional information about this case below (attach separate sheet if needed).

By signing below, I attest that I am unable to work on site, for the requested dates because of the above selected reason.

Signature of Employee

Date

-----**FOR PRINCIPAL/SUPERVISOR COMPLETION**-----
By signature below, I have reviewed this request.

Signature of Principal/Supervisor

Date

-----**FOR HUMAN RESOURCES DEPARTMENT COMPLETION**-----

Signature of Assistant Superintendent for Administration

Date

Leave days approved: _____