



Employee Leave Protocol

APPENDIX

Families First Coronavirus Response Act (FFCRA) - The Families First Coronavirus Response Act (FFCRA or Act) establishes paid sick leave and expanded family and medical leave for **specified reasons** related to COVID-19. The provisions of FFCRA apply for the limited time period of **April 1, 2020 to December 31, 2020**.

Qualifying Reasons For Leave Related To COVID-19: An employee is entitled to take leave related to COVID-19 if the employee is unable to work for the following qualifying reasons.

1. An employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. An employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. An employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. An employee is caring for an individual subject to an order described in (1) or self-quarantine, as described in (2).
5. An employee is caring his or her child whose school or place of child care is closed due to COVID-19;
6. An employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

The amount of paid leave an employee may receive will vary depending on the reason leave is taken. Detailed information is available in the Employee Rights notice that can be found at <https://www.cfisd.net/en/staff/hr/family-medical-leave>.

An employee requesting emergency paid sick leave and expanded family and medical leave must complete the Cypress-Fairbanks Independent School District Leave Request Form – Emergency Paid Sick Leave and Expanded Family and Medical Leave and return it to HRLeave@cfisd.net as soon as the need for leave is identified.

Other paid leave may be available when Emergency Paid Sick Leave is exhausted.

- Local leave (as available)
- State personal leave (as available)
- Vacation days (as available)

Administrative leave may be available when an employee is required to self-quarantine or isolate due to contact tracing from CFISD exposure. The employee may be entitled to up to ten (10) workdays of paid administrative leave per each isolation. While on administrative leave, employees will be assigned to duty at home and must be available for duty during their established work hours. [See DBB (LOCAL)].