



## CFISD COVID LEAVE DAYS

The Families First Coronavirus Response Act expired December 31, 2020. Beginning January 1, 2021, Cypress-Fairbanks ISD will allow unused COVID Leave days to be used if the days were not previously exhausted. These days will be available through June 30, 2021. Use of the COVID Leave days is not automatic and a leave request must be submitted for consideration. This leave cannot be used intermittently.

Employees who are out for the following self-quarantine or isolation reasons may qualify to use COVID Leave days:

1. The employee is subject to a government quarantine order;
2. The employee has been advised by a health care provider or CFISD Health Services Department to self-quarantine;
3. The employee is experiencing COVID-19 symptoms and is seeking medical diagnosis from a healthcare provider or via testing; or
4. The employee is caring for someone that is subject to a government quarantine order or has been advised by a healthcare provider to self-quarantine.

To apply to use the COVID Leave days, an employee will be required to complete and submit a leave request form ([https://www.cfid.net/download\\_file/view/32916/3132](https://www.cfid.net/download_file/view/32916/3132)) and, if symptomatic, provide medical documentation.

Questions regarding COVID Leave days can be directed to the HR Leave Specialists at 281-517-6500 or emailed to [HRLeave@cfisd.net](mailto:HRLeave@cfisd.net).

If all COVID Leave Days have been exhausted, the employee will need to use their personal leave bank days to cover any additional absences per the Employee Handbook guidelines.

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## COVID ADMINISTRATIVE LEAVE

COVID Administrative Leave days will continue.

In the case of verified work-related exposure to a COVID-positive individual, the employee is eligible for COVID Administrative Leave for a maximum of 10 work days per incident. The campus/department will update the employee's absences immediately upon verification of this situation.

While on COVID Administrative Leave, if the employee becomes symptomatic and tests positive, COVID Administrative Leave will cease and the employee will need to apply to use available COVID Leave days. If no COVID Leave days are available, personal leave bank days will be used to cover the absences.