



HUMAN RESOURCES

Memo

TO: Dr. John Jones
Superintendent -Interim

FROM: Dr. Tanya Campbell
Chief of Human Resources

Mrs. Terri Smith
Chief of Business Services

DATE: September 9, 2021

SUBJECT: COVID Sick Leave

Rock Hill School District values its employees. In light of the ongoing COVID-19 pandemic, one way to support our staff is to provide paid COVID sick time under certain conditions. Our highest priority is safety, and we will continue to implement prevention strategies to ensure the safe delivery of in-person instruction. We believe that we all share an obligation for the safety of our stakeholders and strongly recommend that employees receive the COVID-19 vaccination and adhere to CDC recommended mitigation measures (i.e., mask usage, frequent hand washing, social distancing, etc.).

In light of the June 30, 2021 expiration of the district's extension of the Families First Coronavirus Act (FFCRA), we ask the Board of Trustees to approve ten (10) days of COVID Sick Leave to each full-time employee for the 2021-2022 school year, retroactive from July 1, 2021.

Eligibility

A staff member is entitled to use COVID Sick Leave for up to ten (10) days if the staff member is unable to work **because he or she:**

1. is subject to a federal, state, or local quarantine due to the employee receiving a positive COVID-19 test result
2. is experiencing COVID-19 symptoms identified by the District and seeking a medical diagnosis
 - No employee is required to get a COVID-19 test
 - Employees who do not seek a diagnosis will NOT be eligible to work remotely and will have to utilize personal sick leave during the isolation period
3. is subject to federal, state, or local quarantine based on close contact or close household contact with a positive COVID-19 individual

If approved, this means the District, will at its expense, grant eligible employees the emergency paid sick leave for up to two weeks and implemented by District protocol, at no cost to its employees.

The District maintains the ability to revoke and/or resend the additional COVID Sick Leave days at its discretion.

Employees eligible to work remotely and can meet the expectations of the remote working guidelines should request such through their supervisor. The supervisor will consult with HR to determine if such a request can be granted during the employee's isolation or quarantine period.