

MCUSD#2 COVID-19 Scenarios & Use of Sick Time

Scenario & Details	Next Steps	Impact on Sick Time	Supporting Legislation or Resources
<p>You have tested positive for COVID-19.</p> <p>→ This will result in an Ordered Quarantine or a Self-Quarantine, pursuant to executive order or advice of a healthcare provider.</p>	<ol style="list-style-type: none"> 1. Contact Immediate Supervisor 2. Enter Sick Time in AESOP. 3. Complete FFCRA Form and submit it to HR Office.. 	<p>If you are a full-time Employee, you are eligible to up to additional 80 hours (10 days) at full rate of paid leave, at regular rate of pay for normally-scheduled hours</p> <p>If you are a part-time employees, your pay is prorated and capped at \$511/day and \$5,110 total</p>	<p>Family First Coronavirus Relief Act (FFCRA).</p> <p>FFCRA US Department of Labor Poster</p>
<p>You are experiencing COVID-19 Symptoms and seeking medical diagnosis.</p> <p>→ This will result in an Ordered Quarantine or a Self-Quarantine, pursuant to executive order or advice of a healthcare provider.</p>	<ol style="list-style-type: none"> 1. Contact Immediate Supervisor 2. Contact primary physician and schedule a test. 3. Enter Sick Time in AESOP 4. Complete FFCRA Form and submit it to HR Office. 5. 	<p>If you are a full-time Employee, you are eligible to up to additional 80 hours (10 days) at full rate of paid leave, at regular rate of pay for normally-scheduled hours</p> <p>If you are a part-time employees, your pay is prorated and capped at \$511/day and \$5,110 total</p>	<p>Family First Coronavirus Relief Act (FFCRA).</p> <p>FFCRA US Department of Labor Poster</p>

<p>You are the caregiver of someone who has tested positive for COVID-19.</p> <p>A person under your care has been asked to quarantine by the Coles County Health Department.</p> <p>You care for someone who has been asked to quarantine by the Coles County Health Department.</p>	<ol style="list-style-type: none"> 1. Contact your Immediate Supervisor. 2. Enter Sick Time in AESOP. 3. Complete FFCRA Form and submit it to HR Office. 	<p>If you are a full-time Employee, you are eligible to up to additional 80 hours (10 days) at full rate of paid leave, at regular rate of pay for normally-scheduled hours.</p> <p>Employees eligible from first date of employment (if new employee) to be paid sick time at 2/3 regular rate of pay for normally-scheduled hours.</p> <ul style="list-style-type: none"> • Prorated for part-time employees • Capped at \$200/day and \$2,000 total. 	<p>Family First Coronavirus Relief Act (FFCRA).</p> <p>FFCRA US Department of Labor Poster</p>
<p>You have not been asked to quarantine, but would like to be considered for Remote Work.</p>	<ol style="list-style-type: none"> 1. Reference the Employee Options Document. 2. Contact your immediate supervisor and follow the steps in the Employee Options Document linked above. 	<p>If remote work is approved, sick time is not impacted. The work schedule, hours, and responsibilities will be determined by the building administrator and communicated with the employee impacted.</p> <p>If remote work is not available, the employee will use sick time and may apply for FMLA.</p>	<p>Reopening School Plan, approved by BOE, MEA, and MESPA on 7/14/2020</p>