

Understanding Your Leave Options

2020-2021 Employee Guide

The safety of our students, families, staff and communities remain the highest priority for the Steilacoom Historical School District. We recognize that employees may need to access leave in response to challenges related to COVID-19. The following leave options are defined to provide clear, objective, and practical options for the District and the employees facing those challenges.

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1. Employees with COVID-19/Suspected COVID-19

Employees who have been diagnosed with COVID-19, or are experiencing symptoms of COVID-19 and are seeking a medical diagnosis, may not come to work at a District work site and may access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available and requested by employee (see paragraph 10 below);
- b. Emergency Paid Sick Leave (EPSL) under the federal Families First Coronavirus Response Act (FFCRA), with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) by other paid leaves identified below;
- c. Leave for illness, injury or emergency;
- d. Shared leave;
- e. Personal leave and/or vacation leave;
- f. Washington Paid Family Medical Leave (PFML);
- g. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
- h. Unpaid leave of absence for the period of the temporary disabling condition;
- i. Long-term disability benefits; and
- j. Unemployment benefits.

2. Employees Quarantined Due to Possible Exposure to COVID-19

Employees who have been advised by a public health agency to quarantine at home due to possible exposure to COVID-19 may not come to work at a District work site and may access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 10 below);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) by (a) paid administrative leave if the quarantine was due to reported exposure at a District work site; or (b) other paid leaves identified below if the quarantine was due to reported exposure elsewhere;
- c. Paid administrative leave if the employee has exhausted EPSL, an alternative work assignment for work/services provided at home is unavailable, and the quarantine was due to reported exposure at a District work site;
- d. Leave for illness, injury or emergency;
- e. Personal leave and/or vacation leave;
- f. Unpaid leave of absence for the period of the quarantine; and
- g. Unemployment benefits.

3. Employees Caring for Someone with COVID-19/Suspected COVID-19

Employees who are caring for an individual who is subject to quarantine because that individual has been diagnosed with COVID-19, or is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, may not come to work at a District work site and may access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 10 below);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day) by other paid leaves identified below;
- c. Leave for illness, injury or emergency;
- d. Shared leave;

- e. Personal leave and/or vacation leave;
- f. Washington Paid Family Medical Leave (PFML);
- g. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
- h. Unpaid leave of absence; and
- i. Unemployment benefits.

4. Higher Risk Employees

Employees who are at higher risk of severe illness or death from COVID-19 [as that term is defined by the [Governor's proclamation](#)] may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 11 below);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) by other paid leaves identified below;
- c. Leave for illness, injury or emergency;
- d. Personal leave and/or vacation leave;
- e. Unpaid leave of absence; and
- f. Unemployment benefits.

5. Higher Risk Individual in the Employee's Household

Employees who themselves are not at higher risk but have someone in the household who is at higher risk of severe illness or death from COVID-19 [as that term is defined by the [Governor's proclamation](#)] may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 11 below);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day) by other paid leaves identified below;
- c. Leave for illness, injury or emergency;
- d. Personal leave and/or vacation leave; and
- e. Unpaid leave of absence for the 2020-21 school year.

6. Employees with Children Impacted by School or Child Care Closure

An employee who must care for the employee's child because of a school closure or unavailability of the care provider due to COVID-19 precautions may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law: **Learn more here:** [Scenarios](#)

- a. Alternative assignment for work/services which may be provided from home, if available.
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day) by other paid leaves identified below;
- c. Emergency Family and Medical Leave (EFML) under the FFCRA (partially unpaid, and partially paid at 2/3 regular wages up to a maximum of \$200/day) with possible supplementation up to the employee's regular daily salary by other paid leaves identified below;
- d. Leave for illness, injury or emergency;
- e. Personal leave and/or vacation leave; and
- f. Unpaid leave of absence for the 2020-21 school year.

7. Employees Who Cannot Wear a Mask or Other Required PPE

An employee whose assignment requires work at a District work site and who cannot wear personal protective equipment (PPE) required for the employee's assignment, including but not limited to a face mask, may choose to access any or all of the following benefits upon presentation of appropriate documentation from the employee's health care provider and under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Leave for illness, injury or emergency;
- b. Personal leave and/or vacation leave;
- c. Unpaid leave of absence; and
- d. Other accommodations identified through the interactive process of the Americans with Disabilities Act (ADA) and the Washington Law against Discrimination (WLAD).

8. Employees Who Choose to Not Wear a Mask or Other Required PPE

An employee whose assignment requires work at a District work site and who does not have a documented inability to wear PPE required for the employee's assignment, including but not limited to a face mask, but nevertheless does not wish to do so, may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Personal leave and/or vacation leave; and
- b. Unpaid leave of absence for the 2020-21 school year.

9. Employees Who Otherwise Have Health Concerns Associated with COVID-19.

An employee whose assignment requires work at a District work site and who has health concerns associated with COVID-19, may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available;
- b. Personal leave and/or vacation leave; and
- c. Unpaid leave of absence for the 2020-21 school year.

Employees who allege their workplace is unsafe are encouraged to immediately report their concerns to their supervisor and/or Human Resources. Such employees may in limited circumstances also have recourse through the Department of Labor & Industries under WAC 296-36-150.

Employees may complete the attestation form found here: [Health Concerns Attestation](#)

10. Alternative Work Assignments

When an employee's regular 2020-21 assignment requires work/services at a District work site and the employee cannot work at a District work site on a temporary basis due to conditions (paragraphs 1-3 above), the District will attempt to accommodate these circumstance by assigning the employee to available work that can be provided remotely from home on the condition that the employee is qualified, prepared and willing to provide such services. When choosing from among multiple employees for the same available assignment, the District will prioritize employees in the following order:

- a. Employees who hold the appropriate training, licensing, endorsement (or out-of-endorsement waiver) or other qualifications for the position;
- b. Employees with COVID-19/suspected COVID-19;
- c. Employees quarantined due to possible exposure to COVID-19; and
- d. Employees caring for someone with COVID-19/suspected COVID-19.

If two or more employees qualify for an assignment under the priorities above, the District will award the assignment on the basis of seniority. If a remote assignment is created and assigned to an employee with the

expectation that it will continue for the entire school year, the District will not be required to reassign employees previously awarded such assignments in order to accommodate remote assignments for other employees whose need for an alternative assignment arises later in the school year.

11. Alternative Work Assignments – Reassignment

To maximize the District’s options for meeting the educational, social and emotional needs of students in the unusual circumstances of the 2020-21 school year, the Association and District agree to the following limited opportunity for temporary reassignment of employees:

- a. An employee may be temporarily assigned to provide services outside the employee’s normal job description if work within the employee’s job description is unavailable due to the temporary closure of school facilities;
- b. Such employee may only be assigned to perform work for which the employee is appropriately trained, licensed (if applicable) and prepared to perform;
- c. Such employee shall be paid the regular salary, wages and benefits the employee would receive from the employee’s normal assignment;
- d. Such employee’s temporary assignment may not result in displacing any other employee performing services within their regular job description;
- e. The temporarily reassigned employee retains a right to return to the employee’s original assignment upon resumption of normal school operations, subject to existing contract rights of the District to reduce the workforce and/or reassign employees within the same bargaining unit; and
- f. This provision applies exclusively to the assignments and job duties of represented employees, unless agreed to by other bargaining units. Represented employees will not be assigned job duties performed by job classifications in other bargaining units without the agreement of any affected bargaining unit(s).