

## **Dexter Community Schools Frequently Asked Questions (FAQs) during COVID-19**

### **Compensation and Availability**

1.Q - Will Dexter Community Schools employees continue to receive compensation for the remainder of the 2019-20 school year?

A – Yes. When the shutdown was initially announced on March 13, Dr. Timmis notified all Dexter Community School employees that DCS would work to make sure all staff would not see a loss in what they would have been paid if we were open as initially scheduled. Staff were informed that “some of our staff will need to report, some will work remotely, and others may not have a role that works in those scenarios. That being said, if you are asked to help, we appreciate and expect your help.”

Then under Governor Whitmer’s Executive Order 2020-35, school districts were shut down for the remainder of the 2019-20 school year. School districts will receive their full foundation allowance for the full 2019-20 school year and the Executive Order required that employees continue to be paid their regularly scheduled hours.

2.Q - Will I receive MPSERS ORS retirement wage and hours service credit for the pay I receive while not working?

A – Yes. ORS has confirmed that all hours and wages paid under the COVID shutdown are reportable for retirement credit.

3.Q - What are the work expectations for employees during the closure?

A - Insomuch as all employees are continuing to receive compensation, all employees shall be available to work, remotely or onsite, (as permitted by executive order) during their regularly scheduled work hours. Any and all on-site work shall be directed and pre-approved by Barb Santo, Executive Director of Human Resources, until further notice.

4.Q - What days/hours am I expected to be available?

A - You are expected to be “available” during your regularly scheduled days and hours, unless a schedule alteration is requested by your supervisor in compliance with your collective bargaining agreement. For example, if your regular schedule is 7:30 AM to 4:00 PM; that is when you are expected to be available for work, calls, google hangout, zoom meetings, to check and respond to emails, assignments, etc.

5.Q - Am I able to flex time?

A - It depends. Seek guidance from your building principal or department director before deviating from your schedule.

6.Q - What if I cannot work during my regularly scheduled hours?

A – How this is handled depends on the reason why you cannot work. If your absence is related to COVID-19, you may qualify for a leave under the Emergency Family and Medical Leave Expansion Act (EFMLEA) (*see Q14-Q20 below*) or Emergency Paid Sick Leave Act (EPSLA) (*see Q21-Q25 below*). If your absence is related to another medical condition, you may qualify for a leave under the Family Medical Leave Act (FMLA) (*see Q26*). If you believe you qualify for one of the leaves, you should apply using the Request for Leave of Absence form. If you do not qualify for a specific leave, you may use your accrued leave days (personal business, sick day, vacation) in accordance with your bargaining agreement or contract or take them unpaid. Enter your days off in ESuite or AESOP as if school were in session on the days you were unavailable to work.

7.Q – If I come into work physically or work from home, how much will I be paid?

A - Employees shall continue to be paid their wages for regularly scheduled hours or contracted salary.

8.Q - I was on an approved leave of absence when school closed on March 16, 2020 or I have an approved leave of absence that will occur during the school closure, what should I do?

A - Leaves scheduled/requests submitted for time between March 16, 2020 and June 15, 2020 shall be reviewed by Barb Santo, Executive Director of Human Resources, on a case-by-case basis and handled in compliance with the appropriate bargaining agreement, employment manual, and/or legislation. New leave requests may be initiated by completing the Request for Leave of Absence form.

9.Q. Will my health insurance continue?

A. If you are still currently employed and receiving your pay from Dexter Community Schools, your health insurance will continue on the same terms as if school were in session. Your employee contributions to your health benefits will continue to be deducted through payroll deduction.

10.Q - Do I need to submit my mileage, reimbursement forms, and PCard reconciliations during the closure by pre-existing deadlines?

A - Yes

### **COVID-19 Self-Disclosure**

11. Q - As an employee or volunteer of Dexter Community Schools, am I required to self-disclose a positive test for the Novel Coronavirus COVID-19?

A – For employees who are working on site, this is effectively mandated by the Washtenaw Co. Public Health Emergency Order. When anyone tests positive, the Washtenaw County Health Department (WHCD) is notified by the testing facility, if the individual resides in Washtenaw County.

In order to effectively take proactive measures to reduce the spread of COVID-19, we are asking that employees and volunteers self-report any COVID-19 related concerns to Barb Santo, Executive Director of Human Resources,. This information will also allow the District to better assist employees with an appropriate leave of absence and other employee benefits.

12.Q - When should I self-report?

A - Quarantine

- You have been advised by a healthcare provider to self-quarantine
- You have self-quarantined as a preventative care measure because of COVID-19 related symptoms as described by the Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing)
- You are subject to a quarantine or isolation order

#### Care for Others

- You are caring for an individual who is subject to an order as described above
- You are caring for a son or daughter and the school or child care provider has been closed or is unavailable due to COVID-19
- You must care for an at-risk family member who is following a requirement or recommendation to quarantine due to exposure to or symptoms of COVID-19 Exposure
- You know or have reason to believe another employee has COVID-19
- You have come into contact with someone who has tested positive for COVID-19
- You are experiencing symptoms of COVID-19 and are actively seeking a medical diagnosis

#### Diagnosis

- You have been diagnosed with/tested positive for COVID-19

13.Q - Who will be notified if I self-report?

A - Dexter Community Schools is required to coordinate with local health officials who will help the district determine an appropriate course of action. The identity of the employee WILL NOT BE DISCLOSED, and the District will follow established practices and protocols for maintaining employees' medical information as confidential to the extent required by law.

### **Emergency Family and Medical Leave Expansion Act (EFMLEA)**

14.Q - What is the Emergency Family and Medical Leave Expansion Act (EFMLEA)?

A - The EFMLEA amends the Family and Medical Leave Act (FMLA). The EFMLEA allows an employee to take up to twelve (12) weeks of leave (10 weeks of paid leave), during the period starting April 1, 2020 and ending December 31, 2020, if the employee is unable to work to care for a child because his/her child's school/daycare is unavailable due to a "public health emergency," as that phrase is defined in the EFMLEA. The US Department of Labor will continue to provide guidance to provide clarity on unresolved issues.

15.Q - When is the EFMLEA become effective?

A – EFMLEA is effective for the period starting April 1, 2020 and ending December 31, 2020.

16.Q - What type of leave may be taken under the EFMLEA?

A - An employee that needs leave to care for his/her son or daughter under the age of 18 if the school or place of care is closed due to COVID-19 precautions. Unlike FMLA, EFMLEA does not apply to spouses or parents. Employee who believe they may qualify for EFMLEA leave under these circumstances may be required to provide appropriate documentation to substantiate the need for such leave.

17.Q – How long may I take leave under the EFMLEA to care for my child as outlined above?

A – Twelve (12) weeks, (10 weeks of paid leave), provided you are eligible and have available FMLA leave that has not been used for other FMLA-qualifying reasons.

18.Q - How long must I have been employed by Dexter Community Schools to be eligible for leave under the EFMLEA?

A - 30 calendar days.

19.Q - What compensation am I entitled under the EFMLEA?

A - The first 10 days of leave is unpaid, unless you qualify for and elect to use Emergency Paid Sick Leave (EPSL) under the FFCRA or elect to use accrued but unused paid leave. After the initial 10 days, you are paid at a rate of 2/3 of your normal wages or up to \$200 per day for ten (10) weeks; there is a \$200/day and \$10,000 total per employee limit.

20.Q – Can I enroll my child(ren) in the Dexter Community Schools child care program?

A - Dexter Community Schools operates a comprehensive child care center. While it has been temporarily closed amid the pandemic, Dexter Community Schools may reopen its child care center for essential workers if there is an unmet need. In this instance, a leave under EFMLEA would be unnecessary.

### **Emergency Paid Sick Leave Act (EPSLA)**

21.Q - What is the Emergency Paid Sick Leave Act (EPSLA)?

A - The EPSLA provides eligible employees up to two weeks of paid leave if they cannot work for one or more of the following six (6) reasons (stated below) related to COVID-19.

- Employee is subject to federal, state or local quarantine or isolation order;
- Employee has been advised by healthcare provider to self-quarantine; or
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis:

- The employee is caring for an individual who is subject to an order as described in No. 1 or has been advised as described in No. 2;
- The employee is caring for son or daughter under the age of 18 if the school or place of care is closed due to COVID-19 precautions; or
- The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

22.Q - When did the EPSLA become effective?

A - EPSLA is effective for the period starting April 1, 2020 and ending December 31, 2020.

23.Q - How long must I have been employed with Dexter Community Schools to be eligible for leave under the EPSLA?

A - You are eligible immediately upon hire.

24.Q - What compensation am I entitled under the EPSLA?

A - It depends on the type of leave needed -

**FULL TIME EMPLOYEES:**

Normal wages or a maximum of \$511 per day for two (2) weeks (up to 80 hours) if leave is needed for the following reasons:

- Employee is subject to federal, state or local quarantine or isolation order;
- Employee has been advised by healthcare provider to self-quarantine; or
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

2/3 of the employee's normal wages or up to \$200 per day for two (2) weeks (up to 80 hours) if leave is needed for the following reasons.

- The employee is caring for an individual who is subject to a quarantine or been advised to quarantine by a healthcare provider;
- The employee is caring for son or daughter under the age of 18 if the school or place of care is closed due to COVID-19 precautions; or
- The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

**PART-TIME EMPLOYEES:**

Part-time employees are entitled to paid sick leave in an amount of hours commensurate with the average number of hours the employee works in a 2-week period.

25.Q - I heard that employers will receive a payroll tax credit for any leave paid under the EPSLA, so this won't really cost Dexter Community Schools anything, correct?

A - Unfortunately, public employers are not eligible for the payroll tax credits that are available to private employers, so any funds paid out under EPSLA will directly impact the Dexter Community Schools budget.

**Family Medical Leave Act (FMLA)**

26.Q - What is the Family Medical Leave Act (FMLA)?

A - The Family Medical Leave Act became a federal law in 1993. The FMLA allows eligible employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. Although the goal of the law is rather simple, to provide up to 12 weeks of unpaid leave during a 12-month period for certain family needs, the effects of the law are far reaching (and up to 26 weeks of unpaid leave for caring for family members in the military with serious injuries or illnesses). Most of our master agreements provide additional provisions for leaves. We follow the more lenient of the provisions of the master agreements or the federal FMLA law, unless those provisions contradict the law.

## **Paid Medical Leave Act (PMLA)**

27.Q - What is the Paid Medical Leave Act (PMLA)?

A - The Paid Medical Leave Act became a Michigan law in 2019. The PMLA requires employers to provide employees paid medical leave at a rate of 1 hour for every 35 actual hours worked. All of our master agreements provide paid leave time that exceeds the PMLA. We follow the more lenient of the provisions of the master agreements or the PMLA law, unless those provisions contradict the law.

## **Layoffs/Unemployment Benefits**

28.Q. Will I be laid off?

A. Dexter Community Schools is not planning any layoffs of permanent staff at this time, including DAA, DEA, DESPA, WWBDBMA, Jenkins/Bates Children Services Programs Employees and Jenkins/Bates EduStaff individuals, or those on Individual Employment Contracts. Substitutes and other temporary positions, including Dexter-paid substitutes and EduStaff substitutes are not working and will not receive pay.

29.Q - Am I eligible for Unemployment benefits?

A - If you are an employee of Dexter Community Schools and being paid, you are not eligible. If you are a substitute or temporary employee of Dexter Community Schools or EduStaff and are not being paid, you may be eligible for unemployment benefits. The Michigan Unemployment Insurance Agency is responsible for determining who is eligible for unemployment insurance benefits and in what amounts.

## **Examples of when to use Leave days, FMLA, PMLA, EPSLA, EFMLEA and unemployment**

30.Q - I have been exposed to a person suspected or confirmed COVID-19. Should I come to work?

A - Dexter Community Schools is required to coordinate with local health officials who will help the district determine an appropriate course of action. Under the Washtenaw Co. Public Health Emergency Order, critical infrastructure workers may be allowed to continue to work provided they remain asymptomatic and the employer implements additional precautions to protect the employee and community.

- i. As long as the employee does not have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ii. The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or approve employees' supplied cloth face coverings in the event of shortages.
- iii. Beyond standard cleaning protocols, clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely known to be utilized by the exposed employee during the 14 days after last exposure.

Because of these additional precautions for employees who have had a possible exposure, please contact Barb Santo, Executive Director of Human Resources, for further direction. Alternatively, you may apply for a leave on a Request for Leave of Absence form.

31.Q - I have been asked to return to work for essential service work. I do not want to work because I am afraid of contracting the COVID-19 virus. May I decline coming back and take a leave?

A. Yes, but you must complete a Request for Leave of Absence form. Please note that a request for leave under this scenario will likely not qualify for leave under the EPSLA, the EFMLEA, the FMLA, or the PMLA; and you may be required to use accrued paid time off (i.e. personal business, sick day, vacation) in accordance with your bargaining agreement or contract or, if unavailable, take them unpaid. Enter the days you did not work in ESuite or AESOP (i.e. personal business, sick day, vacation) in order to be paid for the days.

32.Q - Am I “High Risk” of contracting the COVID-19 virus?

A. According to the Center for Disease Control (CDC.gov/coronavirus), older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

33.Q - May I work if I am “High Risk” of contracting the COVID-19 virus?

A. Yes.

34.Q - I have an individual at home that is considered “high risk” for COVID-19. I have been asked to return to work for essential service work. May I take a leave?

A. Yes, but you must complete a Request for Leave of Absence form. Please note that a request for leave under this scenario will likely not qualify for leave under the EPSLA, the EFMLEA, the FMLA, or the PMLA; and you may be required to use accrued paid time off (i.e. personal business, sick day, vacation) in accordance with your bargaining agreement or contract or, if unavailable, take them unpaid. Enter the days you did not work in ESuite or AESOP (i.e. personal business, sick day, vacation) in order to be paid for the days.

35.Q - I went on vacation on an airplane or to visit family. I was careful and have no reason to believe I came in contact with the COVID-19 virus. I feel fine. Should I self-quarantine?

A. If you have not been ordered to self-quarantine by a state, local, or federal order as a result of this travel, then you may work or choose to stay home and self-quarantine. Under the Washtenaw Co. Public Health Emergency Order, as a critical infrastructure worker, you are allowed to continue work provided you not have a fever or symptoms. For 14 days after potential exposure, you must wear a face mask at all times while in the workplace. Beyond standard cleaning protocols, the employer is also responsible to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely known to be utilized by the exposed employee. If you choose to self-quarantine, you may use PMLA, as preventative at first. If you end up becoming sick with COVID-19, then you may use EPSLA. Apply for a leave on a Request for Leave of Absence form. Enter the days you did not work in ESuite or AESOP (i.e. personal business, sick day, vacation) in order to be paid for the days.

Because of these additional precautions for employees who have had a possible exposure, please contact Barb Santo, Executive Director of Human Resources, for further direction. Alternatively, you may apply for a leave on a Request for Leave of Absence form.

36.Q - I have to have surgery. What type of leave may I take?

A. If the surgery is not related to COVID-19, you may be eligible for PMLA or FMLA. Apply for a leave on a Request for Leave of Absence form. You would use your accrued sick leave bank to cover the time away. Enter the days you did not work in ESuite or AESOP (i.e. personal business, sick day, vacation) in order to be paid for the days.

37.Q - I am not feeling well. I am not sure if it is COVID-19. What type of leave may I take?

A. It does not matter at first. You may access your paid sick leave bank/PMLA at first. Once you know if it relates to COVID-19, then you may use EPSLA. If an extended leave is necessary, you may access your FMLA, which would be paid to the extent you have accrued sick leave bank. Apply for a leave on a Request for Leave of Absence form. Enter the days you did not work in ESuite or AESOP (i.e. personal business, sick day, vacation) in order to be paid for the days.

38.Q - My spouse is sick from COVID-19 and I am required to self-quarantine. What type of leave may I take?

A. It is related to COVID-19. So you may use PMLA for preventative for the employee or EPSLA because of your exposure. It is possible the leave may be covered under FMLA if the employee's leave is necessary to care for the spouse with a serious health condition (i.e., COVID-19). The spouse must still require care under the normal FMLA rules. Apply for a leave on a Request for Leave of Absence form. Enter the days you did not work in ESuite or AESOP (i.e. personal business, sick day, vacation) in order to be paid for the days.

39.Q - My 10 year old child is sick from COVID-19 and I need to care for him/her and am required to self quarantine. What type of leave may I take?

A. It is related to COVID-19. It is for both the child and the employee, so you may use PMLA, EPSLA, or FMLA. EFMLEA is not available as the circumstance does not deal with a child care provider being shut down. Apply for a leave on a Request for Leave of Absence form. Enter the days you did not work in ESuite or AESOP (i.e. personal business, sick day, vacation) in order to be paid for the days.

40.Q - I have been asked to return to work for essential service work. I want to stay home to help by child with her homework. May I decline coming back?

A. Yes. However, if your reason to stay home is just to do homework, it does not meet any criteria of EPSLA. It is not related to a confirmed COVID-19 case. It is not due to childcare or school being shut down. Homework can be done after hours like would typically happen while you are working in person. However, if you do want to take a leave of absence, and your leave will be for more than 5 consecutive work days, apply for a leave on a Request for Leave of Absence form. You may use your accrued leave days (personal business, sick day, vacation) in accordance with your bargaining agreement or contract or, if unavailable, take them unpaid. Enter the days you did not work in ESuite or AESOP (i.e. personal business, sick day, vacation) in order to be paid for the days.

41.Q - I have been asked to return to work for essential service work. I want to stay home because my 16 year old is not in school. May I decline coming back?

A. Yes. EFMLEA says that someone may be eligible for leave if needing to care for a child under the age of 18 due to a school closure. However, IRS guidance about paying out EFMLEA paid leave says that to the extent the children for whom the employee is caring are over the age of 14, the employee must also state that special circumstances exist requiring the employee to provide care. There is a presumption that a child over the age of 14 does not likely require that much care. It is certainly possible that a 16 year old might need care due to school closures, but we would need to better understand precisely the need to care for the child. You may use your accrued leave days (personal business, sick day, vacation) in accordance with your bargaining agreement or contract or, if unavailable, take them unpaid. Apply for a leave on a Request for Leave of Absence form. Enter the days you did not work in ESuite or AESOP (i.e. personal business, sick day, vacation) in order to be paid for the days.

## **Presenting Physically at Work/Essential Services**

42.Q - I physically report to work, either because I am providing an essential service or I need to access some resource as allowed by administration, how can I protect myself and others?

A – Staff performing a critical infrastructure service, you have a special responsibility to maintain your regular hours. However, your safety and the safety of your family and coworkers is of highest order.

Your supervisor will coordinate your work assignments that may include creating separate teams that do not work during the same times or hours to maintain separation or working in buildings or assignments that are not your normal assignment.

When you arrive each day, you/your team are expected to sanitize common surfaces including door handles, light switches, copier screens, faucets, refrigerator door handle. Before you leave each day, you/your team repeats sanitizing common surfaces.

When not physically present, staff are expected to be available from home to respond to phone calls and emails, to participate in training, or to handle other work that can be conducted remotely.

Based on guidance mandated by the Washtenaw Co. Public Health Emergency Order, you are expected to do a self-health screening every day before working.

You must be able to answer no to the following questions:

1. Do you have symptoms of fever, cough (excluding chronic cough due to known medical reason), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to known medical reason)? If a touchless/contactless thermometer is available, a temperature check will be conducted instead of verbal confirmation. The presence of any symptoms is a concern.
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you travelled via airplane internationally or domestically in the last 14 days?

You are expected to educate yourself:

Please log into your SafeSchools account. Locate the Coronavirus awareness module under “EXTRA TRAINING” AND “HEALTH”. Watch the training and take the quiz.

You are expected to take steps to protect yourself:

1. Clean your hands often
  - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
2. Avoid close contact
  - Avoid close contact with people who are sick.
  - Put 6’ distance between yourself and other people.
3. Wear a mask, where appropriate

You are expected to take steps to protect others:

1. Stay home if you are sick.
2. Cover coughs and sneezes. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
3. Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

## **Other Business Office Questions**

42.Q - I have time-sensitive paperwork that needs to be signed or approved by the district such as tax withholding forms, verification of employment, expense reimbursement, student loan forgiveness documentation, etc. Who should I contact to get this taken care of?

A – The Business Office is deemed an essential service and is open. The staff are available with Team A are working AM and Team B working PM. Email [payroll@dexterschools.org](mailto:payroll@dexterschools.org) or call x1014 for assistance. There is a dropbox at Copeland inside the lobby area to drop off paperwork.

43.Q - I have mail that needs to be stamped and mailed to families or other necessary school mail. Who should I contact to get this taken care of?

A – If you have any mail that you need posted and mailed to families or other necessary school mail, the Business Office set up a bin at Copeland for you to drop off any outbound mail. If you have a large volume of mail, please place a note in the bin of the nature of the mailing. We are keeping track of added costs of the school shutdown due to the pandemic. The bin is a white postage USPS bin labeled for outbound mail to be stamped and mailed. The Business Office will stamp and mail outbound mail daily. Copeland is open 7:30 am- 11:30 am and 12-4 pm M-F. There are sanitizing wipes by the bin. Please sanitize anything you touch.



## Dexter Community Schools Request for Leave of Absence

Please complete this form to request a Leave of Absence as soon as you know you need to be off of work for MORE THAN 5 consecutive work days. Refer to [Leave of Absence FAQ](#) for more information on what to expect during a leave.

SECTION 1 EMPLOYEE INFORMATION				
Name		Phone Number	Email	
Mailing address		City/ZIP	Group <input type="checkbox"/> Admin <input type="checkbox"/> Individual <input type="checkbox"/> DEA <input type="checkbox"/> DESPA <input type="checkbox"/> WWBDBMA <input type="checkbox"/> Jenkins/Bates <input type="checkbox"/> Other	
School Year		Building	Position	
SECTION 2 LEAVE OF ABSENCE REQUEST				
Type of Leave Requested (see page 2 for definitions)		Paid/Unpaid Leave		
<input type="checkbox"/> Family and Medical Leave Act (FMLA) <input type="checkbox"/> Michigan Paid Medical Leave Act (MPMLA)		<input type="checkbox"/> Paid Leave <input type="checkbox"/> Partially Paid Leave <input type="checkbox"/> Unpaid Leave		
Available thru 12/31/2020:				
<input type="checkbox"/> Emergency Paid Sick Leave Act (EPSLA) <input type="checkbox"/> Emergency Family and Medical Leave Expansion Act (EFMLEA)				
Reason for leave?				
<input type="checkbox"/> Maternity <input type="checkbox"/> Paternity <input type="checkbox"/> Adoption/Foster <input type="checkbox"/> Serious Health Condition <input type="checkbox"/> Military <input type="checkbox"/> Non-medical (describe _____)				
For who?				
<input type="checkbox"/> Employee <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Other _____				
Does this person live in your household? <input type="checkbox"/> Yes <input type="checkbox"/> No	Last date to work (estimate if exact date is not known)	First date of leave	Last date of leave	Date return to work
Number of work days requested off	Use banked days (estimate # if not known)	Unpaid days (estimate # if not known)		
SECTION 3 EMPLOYEE REQUEST				
I request the above Leave of Absence. I understand that a failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by Dexter Community Schools. Please provide a copy of this form to your building principal/supervisor, a copy to Human Resources, and the original to the Business Office. Retain a copy for your reference.				
Signature: _____ Print Name: _____ Date: _____				
Revised Date Return to Work* _____ (If you plan to return earlier than requested, you must notify your supervisor 5 work days in advance)				
FOR BUSINESS OFFICE USE ONLY (Date Received _____ )				
Type of Leave Used				
<input type="checkbox"/> FMLA <input type="checkbox"/> PMLA <input type="checkbox"/> Paid Leave <input type="checkbox"/> Partially Paid Leave <input type="checkbox"/> Unpaid Leave <input type="checkbox"/> Emergency Paid Sick Leave Act (EPSLA) <input type="checkbox"/> Emergency Family and Medical Leave Expansion Act (EFMLEA)				
<input type="checkbox"/> Notice/letter sent (date _____) <input type="checkbox"/> Physician certification received (date _____) <input type="checkbox"/> Return to work release (employee's medical) _____ <input type="checkbox"/> Employee terminated before returning to work (date _____)				
Contract salary	Last date worked	First date of leave	Last date of leave	Date returned to work
Days worked before leave a)	Banked days prior year	Earned days current year	Leave days available	# leave days used/ allowable b)
Contract prorate at leave ____/____ = % a+b / contract days	Contract salary at leave	Days worked after leave d)	Contract prorate final ____/____ = % a+b+d / contract days	Contract salary final
# unpaid days c) a+b+c+d= contract days	Additional days earned after leave	Date to term insurance	FMLA weeks used	Step advancement? <input type="checkbox"/> Yes <input type="checkbox"/> No
Force majeure dates during paid leave	Force majeure dates during unpaid leave	Received request to add force majeure to sick bank	Other notes	

## Definitions

**Family and Medical Leave Act (FMLA)** - Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee's spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

**Michigan Paid Medical Leave Act (MPMLA)** - Requires employers to provide eligible employees paid medical leave at a rate of 1 hour for every 35 actual hours worked. All of our master agreements provide paid leave time that exceeds the MPMLA. We follow the more lenient of the provisions of the master agreements or the MPMLA law, unless those provisions contradict the law.

**The following is a brief summary of temporary laws that expire 12/31/2020, unless extended. Please refer to [https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA_Poster_WH1422_Non-Federal.pdf) for employee rights of paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act.**

**Emergency Paid Sick Leave Act (EPSLA)** – Provides eligible employees up to eighty (80) hours of paid leave if they cannot work for six (6) reasons (stated below) related to COVID-19.

Provides paid normal wages or a maximum of \$511 per day for two (2) weeks (up to 80 hours) if leave is needed for the following reasons:

1. Employee is subject to federal, state or local quarantine or isolation order;
2. Employee has been advised by healthcare provider to self-quarantine; or
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;

Provides paid 2/3 of the employee's normal wages or up to \$200 per day for two (2) weeks (up to 80 hours) if leave is needed for the following reasons.

4. The employee is caring for an individual who is subject to an order as described in No. 1 or has been advised as described in No. 2;
5. The employee is caring for son or daughter under the age of 18 if the school or place of care is closed due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

**Emergency Family and Medical Leave Expansion Act (EFMLEA)** – Amends the Family and Medical Leave Act (FMLA) by allowing an employee to take up to twelve (12) weeks of leave (10 weeks of paid leave) if the employee is unable to work to care for a child because his/her child's school/daycare is unavailable due to a public health emergency. The first 10 days of leave is unpaid. Employees with accrued sick leave are required to use accrued paid leave during the 10 days. After the initial 10 days, you are paid at a rate of 2/3 of your normal wages or up to \$200 per day for ten (10) weeks, up to a total of \$10,000.