

4J COVID-19 Temporary Paid Leave (TPL) Bank 2021-22

Qualifying Reasons for Leave

Access to the 4J COVID-19 Temporary Paid Leave (TPL) Bank will be granted to employees unable to work (including telework if authorized) in the following circumstances:

- (1) The employee has a positive COVID-19 diagnosis;
- (2) The employee is experiencing symptoms of COVID-19 and is seeking a COVID-19 test or is awaiting test results; or
- (3) The employee is subject to a quarantine or isolation order (directed by Lane County Public Health or district COVID administrator or designee).

In addition to any applicable bereavement leave provided by a collective bargaining agreement, up to five (5) days of TPL may be granted at the discretion of the Human Resources Director for a death related to COVID-19.

TPL may not be granted for any other purpose.

Eligibility

To be eligible to access the 4J TPL:

- The employee must be employed by the district in a regular, benefits-eligible position. In addition, eligibility extends to non-benefits eligible employees in regular-status positions covered by the OSEA collective bargaining agreement.
- For employees represented by a bargaining unit, there must be a signed, ratified agreement extending the program to the applicable bargaining unit. This program does not include coaches, seasonal workers, substitutes, or unrepresented temporary staff.
- The employee is not presently receiving long-term or short-term disability benefits through OEBA or other third-party supplemental insurance program.
- The employee is not applying for or receiving unemployment compensation or Workers Compensation payments for the time off due to quarantine, isolation or experiencing COVID-19 symptoms.
- The employee is fully cooperative with Human Resources in providing information requested, and in taking COVID-19 diagnostic tests requested by the district or the employee's health care provider.
- The employee has followed district notification protocols meaning that they are to notify their supervisor and stay home if they have a presumptive or confirmed diagnosis of COVID 19, have been exposed to a person with COVID 19 or are being tested for COVID 19 due to symptoms or exposure concerns.

Benefit

- Pay continuation for up to 10 days total during the 2021-22 year, at the employee's regular daily rate. The days need not be consecutive.
- After exhausting 10 days of TPL and other applicable leaves, eligible employees experiencing a serious COVID-19 related health condition may request an award of an

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available contractual sick leave bank in accordance with the terms of the applicable labor contract.

- After an employee has exhausted all paid leave and is or about to be in unpaid status, additional leave of up to 10 days may be provided at the HR Director's discretion based on extraordinary circumstances. For purposes of this program only, paid leave includes TPL, sick leave, sick leave bank award (if applicable), vacation time (in excess of 40 hours), personal days and compensatory time.

Process

The employee must cooperate with and follow directions provided by the district contact tracer. This may include a requirement to submit a request for TPL to hr_leaves@4j.lane.edu, provide all required documentation and follow all required steps to obtain approval for leave.

The district may require documentation of the need for leave.

Any denial of leave under this program may be appealed to the Assistant Superintendent for Operations whose decision shall be final.

Duration of Program

- The district has authorized 10,000 hours for the temporary leave program bank for the 2021-22 year. The district in its sole discretion reserves the right to continue the program should the 10,000 hours be exhausted, through all available means including sick leave donation.
- This benefit is intended to be available through June 30, 2022 only.
- The district may terminate or modify the program at any time if:
 - The leave bank is exhausted.
 - The district determines in good faith there is a reason to do so.
 - Law is enacted providing or requiring some or all of the benefits provided by this program.