

EMPLOYEE RIGHTS

PAID SICK LEAVE

MENLO PARK CITY SCHOOL DISTRICT EMPLOYEE HEALTH PROTECTION CORONAVIRUS RESPONSE PROGRAM

The **Menlo Park City School District Health Protection Coronavirus Response Program (HPCRCP)** replaces the expired FFCRA Act. HPCRCP runs from January 1, 2021-June 30, 2021.

▶ PAID LEAVE ENTITLEMENTS

HPCRCP provides employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid leave

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

Employees of MPCSD are eligible for this program.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. has been advised by a health care provider to self-quarantine related to COVID-19.
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).

▶ NOTES

This leave is to be used solely for the qualifying reasons stated above. It may not be used in the case of a non COVID related illness or absence. It is also not eligible to be used in the case where any employee has traveled and is isolating upon return from the travel. This is a onetime supplemental leave allocation. It may not be rolled into either Cal STRS or Cal PERS and will not be added to an employee's sick time allocation. The bank is erased at the end of the 2021 school year.

QUESTIONS:

Contact Human Resources

