



THE LAKE AND PENINSULA SCHOOL DISTRICT

COVID-19: What You Need to Know Staff Use of Leave

There will be times when staff will need to miss work due to illness, quarantines, or school closures. This WYNTK document is intended to provide guidance for staff use of leave in each of these situations.

Work absence due to a positive COVID-19 Test:

- With proof of a positive COVID-19 test, accrued sick leave can be used for work days missed by classified or certified staff up to the days required to complete isolation.

Work absence due to a need to quarantine or isolate:

- If a school is open but a classified or certified staff member is required to quarantine either due to being identified as a close contact or local quarantine requirements, accrued sick leave will be used.

Work absence due to school closure:

- Supervisors will assign work-from-home duties to certified staff during school closures as needed. Any work-from-home assignments for certified staff during a school closure must be pre-approved by a supervisor or will otherwise be considered a sick day or leave without pay.
- If a certified staff member is unable to complete a work assignment from home, they may use accrued sick leave for days missed or take leave without pay.
- Most classified staff are unable to complete work duties from home due to the in-person nature of these roles but may use accrued sick leave for work days missed due to a school closure.

The goal of the Lake and Peninsula School District is for students and staff to be in school providing a positive, safe work environment for students and staff.

LPSD encourages staff to communicate with their Principal and the Director of Personnel when there is a question.

Created: September 17, 2021

Reviewed: January 18, 2022

Current operations, policies, and procedures in regard to COVID will be reviewed on an ongoing basis and are subject to change.