



Independent School Dist. No. 857
100 County Road 25
Lewiston, MN 55952
(507) 523-2191

Gwen Carman, Superintendent
Cory Hanson, High School Principal • Dave Riebel, Elementary/Intermediate Principal

BACKGROUND: The Families First Coronavirus Act (FFCRA) required employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions expired December 31, 2020.

The Consolidated Appropriations Act 2021 did not extend a public employee's entitlement to FFCRA leave beyond December 31, 2020.

COVID-19 LEAVE PLAN For All Lewiston – Altura School District
Employees: January 1, 2021 – March 31, 2021

This new leave plan will cover any absence from work that stems from a COVID-19 close contact exposure within our schools or as part of a work related activity.

If an employee needs to be absent from work because of an exposure to COVID-19 during their work assignment (or a dependent child's exposure at L-A Schools) and s/he is unable to work from home, the employee will be paid her/his regular rate of pay for that day and not required to use sick, vacation or personal leave. Any substitute staff costs due to the absence will be paid by the school district.

Staff who have COVID-19 symptoms but are unaware of a direct contact with a positive case of COVID-19 follow normal sick leave policies. COVID-19 testing is encouraged but not required.

For all other COVID-19 related absences that stem from COVID-19 contacts outside of the Lewiston – Altura Schools work environment, staff need to utilize accrued sick leave if they are unable or not approved by his/her supervisor to work from home. After sick leave days are exhausted, the employee may use personal or vacation days. If the employee needs to be absent for days beyond the paid leave that has been earned, the employee will have payroll deductions.

The process to take this new leave is the same as any other Covid-19 related absence.

1. Contact our Safe and Healthy Schools Coordinator, Michelle MacPherson. Ms. MacPherson will help make the determination if the employee needs to stay home from work, seek medical advice, etc.
2. Communicate with your supervisor regarding your absence and whether working from home is an option for you, if you will need a substitute, etc. Teachers are required to prepare teaching plans for substitutes per the Master Agreement.
3. Teresa Grossell (Human Resources, 507-522-34020), will work with you to determine which type of leave you are eligible for and if there will be any impact on your compensation.

