

1 **Browning Public Schools**

2
3 Policy #1909

4 Policy Name: *Personnel Use of Leave*

5 Regulation: -----

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7 **Personnel Use of Leave**

8 The School District has adopted the protocols outlined in this policy to govern during the term of the
9 declared public health emergency to inform School District staff about leave options. The supervising
10 teacher, principal, superintendent or designated personnel are authorized to implement this policy.

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12 **District Leave**

13 School District staff may utilize accumulated leave granted in accordance with Montana law, District
14 policy, a Collective Bargaining Agreement, or applicable Memorandum of Understanding through the
15 regular procedures governing the type of leave requested.

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17 **Federal Law Controls Federal Leave Provisions**

18 The Board of Trustees has adopted this policy and related forms on the referenced date based on the law
19 and available federal and state guidance as of the date of such adoption. Federal and state guidance can
20 change following adoption of this policy and forms. To the extent that any subsequently adopted guidance
21 or federal regulation or other controlling interpretation of the law results in a conflict between such
22 guidance, regulation or controlling interpretation and this policy or forms, the provisions of the guidance,
23 regulation or controlling interpretation controls to the extent of any such conflict. The School District shall
24 take reasonable steps to ensure that staff are notified of any change in guidance or federal regulation or
25 other controlling interpretation of the law that creates a conflict with any provision of this policy of forms.

26
27 **Emergency Paid Sick Leave**

28 In accordance with Federal law, employees may be eligible for two weeks of paid sick leave capped at 80
29 hours paid at the employee's regular rate of pay when the employee is unable to work because the employee
30 is quarantined in accordance with a Federal, State, or local government order or advice of a health care
31 provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

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33 Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-thirds the
34 employee's regular rate of pay because the employee is unable to work because of a bona fide need to care
35 for an individual subject to quarantine in accordance with a Federal, State, or local government order or
36 advice of a health care provider, or to care for a child under years of age whose school or child care provider
37 is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a
38 substantially similar condition as specified by the Secretary of Health and Human Services, in consultation
39 with the Secretaries of the Treasury and Labor.

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41 Eligible employees may request leave available under the Families First Coronavirus Response Act by
42 completing Policy 1910F1 – Emergency Paid Sick Leave.

43
44 **Emergency Family Medical Leave**

45 Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at
46 two-thirds the employee's regular rate of pay when the employee, who has been employed for at least 30

1 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child
2 care provider is closed or unavailable for reasons related to COVID-19.

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4 Eligible employees may request leave available under the Families First Coronavirus Response Act by
5 completing Policy 1910F2 – Emergency Family Medical Leave.

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8 **Legal Reference:** Families First Coronavirus Response Act

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11 **Cross Reference:** Policy 1910F1 – Emergency Paid Sick Leave Form
12 Policy 1910F2 - Emergency Family Medical Leave Form
13 Policy 1909 – Human Resources and Personnel
14 School Policies: Leaves of Absence; Family Medical Leave Act; Long Term Illness
15 Maternity and Paternity Leave; Vacations

16
17 **Policy History**

18 **Adopted on:** 9/8/20

19 Reviewed on:

20 Revised on:

21 Terminated on:

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