



FISD Fall 2021 COVID-19 Employee Absence Procedures

Employee Sick or Symptomatic:

1. If an employee is absent due to being sick or symptomatic for COVID-19 the leave is entered into Frontline by the employee as a sick day.
2. If an employee is absent and getting tested for COVID-19 (test results negative) the leave is entered into Frontline by the employee as a sick day.
3. If an employee gets the COVID-19 vaccine and is sick afterwards the absence is entered into Frontline by the employee as a sick day.
4. If an employee is absent due to COVID-19 exposure, the absences are entered into Frontline by the employee as sick days or personal days.
5. If an employee is absent due to a child or family member who is sick, symptomatic, or test positive/negative for COVID-19 the absences are entered into Frontline by the employee as sick days or personal days.

Employee Tests Positive for COVID-19:

Once the employee receives a positive COVID-19 test result they must immediately identify their leave choice for the 10 days they are out in quarantine. Submitting the leave later will not be allowed or accepted.

Option 1: If any employee test positive for COVID-19 they can access the [FISD District Emergency Paid Sick Leave](#). The employee qualifies for this leave on the date they receive a positive COVID-19 test result. The employee must fill out and submit the [FISD District Emergency Paid Sick Leave Request](#) form the day they receive their positive COVID-19 test results. An employee must submit the leave within 24 hours. In order for the employee to submit the leave request they must have a copy of their positive COVID-19 test result to upload to the form.

Option 2: If an employee test positive for COVID-19 and their job position is on the [FISD Job Positions Allowed to Telework District Wide](#) list, the employee is responsible for notifying their direct supervisor of their decision to telework on the date the positive COVID-19 test result is received. This will ensure the employee's leave is coded correctly. The employee is not forced to telework, it is the employee's individual choice.

***If an employee test positive for COVID-19 a second time during the fall 2021 semester and they have already exhausted their 10 days of FISD District Emergency Paid Sick Leave plus are not telework eligible they will be required to use sick days or personal days.