

# COVID-19 – Guidance for Employee Absence Requests

With NKCES’s commitment to serve our region’s 60,000+ students, staff are expected to report to work and perform assigned duties while following the guidance provided by NKCES. Options to not return to work, either on a short-term or a long-term basis, are described in this document.

## Employee Requests Telework – only permitted for the following:

Quarantine issued by health official or licensed physician because employee has, or is exposed to, COVID-19

- Amount of telework limited to length of quarantine as determined by supervisor
- Employee must provide quarantine order from health official or licensed physician

NKCES requires employees or departments to telework based on guidance from state or local health officials

- Ability to telework communicated by supervisor to employee after NKCES makes decision for telework requirement
- Some but not all employees may be able to telework. Some positions are not designed for telework and in these cases, it may be necessary to layoff employees.

## Employee Requests option to not work during 2020-21 school year:

Extended Disability Leave

- Must provide a licensed physician’s verification of disability
- If Extended Disability Leave start date is the employee’s start date for the 2020-21 school year, 2020-21 accruals are not awarded until employee returns to work
- Must notify HR by April 1, 2021 of intent to return for 2021-22 school year

Resignation

- Employee completes and submits a resignation form
- Employee may reapply for available positions if/when ready to return to work

Retirement

- Employee shall contact TRS or KRS to determine eligibility and effective date of retirement
- Employee completes and submits a resignation due to retirement form

# COVID-19 – Guidance for Employee Absence Requests

---

## Employee Requests short-term options to be absent from work:

### Sick Leave

- Standard provisions of sick leave apply:
  - Must have personal illness or caring for an immediate family member who is ill
- Once six (6) consecutive sick leave days are taken, employee required to complete and submit FMLA paperwork through normal FMLA process
- Amount of sick leave taken limited to employee's available leave days

### Family and Medical Leave

- Employee eligible for up to 12-weeks of FMLA leave for the 2020-21 school year if qualified by provisions of FMLA law
- Medical documentation required per FMLA guidelines and requirements
- Decision made on a case by case basis

### Emergency Paid Sick Leave (EPSL)

- Provided through [Families First Coronavirus Response Act \(FFCRA\)](#), set to expire on 12/31/2020
- Provides up to ten (10) days of paid time off (pay limits apply) through 12/31/2020 for COVID-19 reasons
- 10 days total from time of FFCRA's passage on 3/18/2020 to 12/31/2020
- Employee completes and submits to HR the [EPSL request form](#) on the NKCES web page

### Expanded Family Medical Leave (EFMLA)

- Provided through [Families First Coronavirus Response Act \(FFCRA\)](#), set to expire on 12/31/2020
- Provides up to 12-weeks of leave, to be counted as FMLA, if employee is caring for a dependent child whose school or place of child care is closed due to COVID-19
- Employee completes and submits to HR the [EFMLA request form](#) on the NKCES web page