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5 Pandemic Emergency Measures

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7 Personnel Use of Leave

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

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13 District Leave

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

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19 Federal Law Controls Federal Leave Provisions

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

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31 Emergency Paid Sick Leave

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33 In accordance with Federal law, employees may be eligible for two weeks of paid sick leave
34 capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to
35 work because the employee is quarantined in accordance with a Federal, State or local
36 government order or advice of a health care provider, and/or experiencing current pandemic
37 symptoms and seeking a medical diagnosis.

38
39 Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-
40 thirds the employee's regular rate of pay because the employee is unable to work because of a
41 bona fide need to care for an individual subject to quarantine in accordance with a Federal, State,
42 or local government order or advice of a health care provider, or to care for a child under 18
43 years of age whose school or child care provider is closed or unavailable for reasons related to
44 the current pandemic, and/or the employee is experiencing a substantially similar condition as
45 specified by the Secretary of Health and Human Services, in consultation with the Secretaries of
46 the Treasury and Labor.

1 Emergency Family Medical Leave

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3 Employees may be eligible for up to an additional 10 weeks of paid expanded family and
4 medical leave at two-thirds the employee’s regular rate of pay when the employee, who has been
5 employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to
6 care for a child whose school or child care provider is closed or unavailable for reasons related to
7 the current pandemic.

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9 Eligible employees may request leave available under the Families First Coronavirus Response
10 Act by completing Policy 1910F – Emergency Family Medical Leave.

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12 Legal Reference:

13 Family First Coronavirus Response Act

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15 Cross References:

16 Policy 1909 Human Resources and Personnel
17 Policy 1910F1 Request for Emergency Paid Leave
18 Policy 5321 Leaves of Absence
19 Policy 5328 Family Medical Leave Act
20 Policy 5329 Illness Leave, Temporary Disability Leave
21 Policy 5334 Vacations

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23 Policy History

24 Adopted on: May 1, 2020
25 Revised on:
26 Revised on:
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