



DUVAL COUNTY
PUBLIC SCHOOLS

Leave Options

August 2020

Available Leave Types

- Extended Personal Health Leave
- Authorized Leave Without Pay (LWOP)
- Annual Leave
- Family and Medical Leave (FMLA)

<https://duvalschoolsorg.sharepoint.com/teams/HR/Leave/DCPS%20Leave%20Options.pdf>



How To Report Leave Options

The following leave should be entered in ESS by the employee:

- Emergency Paid Sick Leave (Up to 80 hours)
- Sick Leave
- Personal Leave
- Annual Leave

The following leave is keyed manually by school and/or Payroll:

- Emergency Family and Medical Leave Expansion Act (Families First Coronavirus Response Act – H.R. 6201)
- Extended Personal Health Leave
- Authorized Leave Without Pay (LWOP)
- FMLA (If employee is not using accrued time)

Leave Options Due to Quarantine

If an entire class is required to quarantine due to possible exposure inside the school:

No leave is required

- The teacher and students will transition to Duval HomeRoom.

If the teacher is required to quarantine due to possible exposure outside of school:

The teacher can elect the following leave options:

- Emergency Paid Sick Leave (Families First Coronavirus Response Act – H.R. 6201)
- Sick Leave
- Personal Leave
- Authorized Leave Without Pay (LWOP)

Leave Options Q&A

1. What are the requirements to be eligible for Emergency Paid Sick Leave?

If you are unable to work or telework due to a need for leave because you: (1) are subject to a federal, state or local quarantine or isolation order related to COVID-19; (2) have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; (3) are experiencing symptoms of COVID-19 and are seeking medical diagnosis; (4) caring for an individual who is subject to a federal, state or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; (5) caring for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons; or (6) experiencing any other substantially similar condition that may arise, as specified by the Secretary of Health and Human Services (HHS), you will be eligible for **Emergency Paid Sick Leave**.

2. How much time will I be provided on Emergency Paid Sick Leave?

The total number of hours paid under the Emergency Paid Sick Leave is capped at 80 hours for full-time employees. There is a cap in the dollar amount per day, so please reference the full leave guidance document for additional guidance.



Leave Options Q&A

3. Do I have to use my own accrued time with the Emergency Paid Sick Leave?

No. **Emergency Paid Sick Leave** was mandated by the Families First Coronavirus Response Act, so the district must offer the leave, and employees are not charged their accrued time.

4. May I take 80 hours of paid sick leave for my self-quarantine and then another amount of paid sick leave for another reason provided under the Emergency Paid Sick Leave?

No. You may take up to two weeks—or 10 days—(80 hours for a full-time employee or, for a part-time employee, the number of hours equal to the average number of hours that the employee works over a typical two-week period) of paid sick leave for any combination of qualifying reasons. **However, the total number of hours for which you receive paid sick leave is capped at 80 hours under the Emergency Paid Sick Leave.**

Note: Emergency Paid sick leave is not required when the teacher is still able to teach during a school-initiated quarantine. If a teacher must quarantine due to an exposure outside the school, leave will be required.

Leave Options Q&A

5. What are the requirements to be eligible for Emergency Family and Medical Leave Expansion Act (EFMLEA)?

An employee must be employed at least 30 calendar days and unable to work (or telework) because they must care for a son or daughter under 18 years of age because the child's school or place of care is closed, or the unavailability of the child's child care provider, due to a COVID-19 related reason.

6. How much time will I be provided on EFMLEA?

After the initial 10 days, an employee may take up to 10 weeks for EFMLEA (capped at 12 weeks). Please review EFMLEA requirements to qualify.

Leave Options Q&A

7. Will I receive my full salary on Emergency Paid Sick Leave and EFMLEA?

If an employee qualifies for Emergency Paid Sick Leave under reasons 1-3 above, they are paid 100% of their salary. If an employee qualifies for Emergency Paid Sick Leave under reasons 4-6 above, they are paid 2/3 of their salary.

- Employees that qualify for EFMLEA will be paid 2/3 of their salary.

8. What documents do I need to provide for Emergency Paid Sick Leave or EFMLEA?

Documents may include a copy of the federal, state, or local quarantine or isolation order related to COVID-19 or written documentation by a healthcare provider advising you to self-quarantine due to concerns related to COVID-19.

9. How do I apply for Emergency Paid Sick Leave or EFMLEA?

Emergency Paid Sick Leave request, with documentation, must be entered in the ESS portal. EFMLEA requests, with documentation, are submitted to humanresources@duvalschools.org. The applications for both leave requests are located on the district's website: <https://duvalschoolsorg.sharepoint.com/teams/HR/SitePages/Employee-Documents.aspx>

Leave Options Q&A

10. If I do not qualify for Emergency Paid Sick Leave or EFMLEA, what are my leave options?

The district offers the following leave options for employees:

- Sick Leave
- Personal Leave
- Extended Personal Health Leave (Please refer to your applicable contract):

Teachers:

https://duvalschoolsorg.sharepoint.com/teams/HR/Collective%20Bargaining%20Agreements/Teacher_2017.2020_DTU_Final_Draft_090518.pdf

Paras:

https://duvalschoolsorg.sharepoint.com/teams/HR/Collective%20Bargaining%20Agreements/Para_2017.2020_DTU_FINAL_DRAFT_072418.pdf

UOPD:

https://duvalschoolsorg.sharepoint.com/teams/HR/Collective%20Bargaining%20Agreements/UOPD_20172020_FINAL_DRAFT_072418.pdf

- Authorized Leave Without Pay (LWOP)
- Annual Leave
- Family and Medical Leave (FMLA)

Leave Options Q&A

11.If my class is required to quarantine, will I be required to use my own leave?

If the entire class is required to quarantine, teachers and students will transition to Duval HomeRoom. If the teacher is well and able to teach while on quarantine, then leave is not required. If the teacher is ill or not able to teach remotely, leave is required. Please refer to the available leave options. In the secondary model, where not all the teacher's classes are in quarantine, partial substitute coverage may be required using Temporary Duty Elsewhere (TDE).



D U V A L C O U N T Y
P U B L I C S C H O O L S

**If you have any additional questions related to Leave Options, please
contact the Extended Leave Office at 904-390-2065.**