Riverside Unified School District

Temporary Sick Leave Policy in Response to the Coronavirus (COVID-19)

All employees that are sick with a potential communicable illness, including but not limited to the Coronavirus (COVID-19), are encouraged to stay home to limit exposure to employees and the public. Employees with a fever are advised to exercise extreme caution and not return to work for a period of 24 hours following a fever of 100.4 or greater. Absences from work must be reported consistent with the department's current procedures for reporting absences from work.

Following the activation of the District's COVID-19 response plan the following policy will be in effect until modified or rescinded.

Employees will not be required to provide a physician's certification of illness, except as required below. This policy is temporary and non-precedent setting. The District will announce when this policy has been formally rescinded. Frequently asked questions related to this policy will be published as necessary.

**Employee is ill or voluntarily self-quarantined:** An employee that opts to not report to work at their own discretion due to potential COVID-19 illness or exposure, shall be required to use their paid time off benefits (sick, personnel business, personnel necessity, vacation, etc.) consistent with their bargaining unit agreement.

**Quarantined by a Public Health Authorities:** If an employee is quarantined by the County or City Health Department of the employees county or city of residence because of the illness of another person, the absence shall be paid leave and shall not be charged to sick leave. In all other circumstances involving quarantine, the employee shall use sick leave. In all cases, the District shall require that the employee provide written verification of quarantine and the dates thereof from the controlling agency. Without such verification, the absence shall be unpaid.

**Employee is required by Riverside Unified School District to stay home:** If an employee is not subject to official quarantine by public health authorities; however, the employee's Manager, Supervisor or Administrator has confirmed that an employee has symptoms associated with COVID-19 (fever, coughing and/or shortness of breath), the District may require the employee not to report to work or require the employee to
telecommute. The Personnel Department shall be consulted prior to requesting an employee to not report to work. (In this scenario the employee will not be required to use their own paid time off (sick, personnel business, personal necessity, vacation, etc.)

**Employee is absent to care for a sick family member or for childcare:** Employees absent from work to care for an immediate family member or for childcare reasons shall follow existing leave and/or time off policies and shall be required to use their paid time off benefits (sick, personnel business personal necessity, vacation, etc.) consistent with their associations’ bargaining unit agreement. To the extent operationally feasible, the Manager, Supervisor or Administrator may authorize the employee to temporarily adjust their work schedule to accommodate the employee's need. It is recommended that the Manager, Supervisor or Administrator consult with Personnel to ensure that the employee's schedule conforms to legal standards. Employee's unable to work their regular scheduled number of hours must use their leave time consistent with their associations’ bargaining unit agreement.

**If the District Closes Down to students only:** Employees will report as scheduled. If employees are sick or choose to stay home due to personal illness or concerns about the Coronavirus (COVID-19), they shall follow existing leave and/or time off policies and shall be required to use their paid time off benefits (sick, personnel business personnel necessity, vacation, etc.) consistent with their associations’ bargaining unit agreement.

**If the District Closes Down completely:** Employees that are not able to work due to District closing down will be compensated as normal and will not be required to use any type of leave. **There could be classifications that have to work remotely.**

**Investigation of Sick Leave:** The District continues to reserve the right to make any investigation of a reported illness it deems necessary, even to the requiring of a doctor's note. This includes, but is not limited to, misuse of this policy or fraudulent reporting. All determinations of sick leave shall be made by following direct consultation with the Director of Certificated Personnel, Director of Classified Personnel, or their designee.