

2022-2023 JCPS Quarantine Leave

and Work Options

Guidance for JCPS Employees

**NOTE: Previous pandemic-related leave programs ended on June 30, 2022. Effective July 1, 2022, JCPS implemented a new Quarantine Leave program as a result of the passage of new state regulations. The new program is for employees only and different from previous programs in many ways. Please read the information below very carefully.**

If you test positive for COVID-19 or are ordered to quarantine due to exposure to a reportable infectious or contagious disease under 902 KAR 2:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school district or the Department of Public Health, you may be eligible for quarantine leave.

First, report your diagnosis or quarantine order to Health Services (502-485-3387) to ensure we are compliant with reporting requirements. Next, if you are not well enough to telecommute, you will report your absence to your location and use sick days as you would under other circumstances of illness. If you have previously exhausted your sick days, or your condition or quarantine period continues beyond the number of sick days you have available, you may use up to ten (10) paid quarantine leave days. When using sick days and/or quarantine leave, you must provide your location with the appropriate card or form so that your days can be reported to Payroll correctly. Failure to submit the required documentation within three (3) workdays after your return to work may result in the denial of the usage of paid quarantine leave days.

Sick and quarantine days are reported by your location. The Leave Center will only contact you in the event that you need to complete additional documentation for Medical or FMLA leave.

**Steps to take if you are ordered to quarantine due to exposure to a reportable infectious or contagious disease and you are not well enough to telecommute:**

1. **Notify your supervisor and/or timekeeper of your absence.**
2. **Complete the Application for Sick Leave card (link below) designating the time you are unable to work due to illness and submit it to your timekeeper.**
3. **If you have exhausted all of your sick leave, complete the Application for Quarantine Leave card (link below) and submit it to your timekeeper.**

[Application for Sick Leave](https://drive.google.com/file/d/1ioJPcLxNtrDI7dAd-JrZCnFQYqzuwt7J/view?usp=sharing) Return completed form to your location in order to use paid sick days.

[Application for Quarantine Leave](https://drive.google.com/file/d/1kdm2si3OJRTRfGyzkxL4pPYwWKhfkQy3/view?usp=sharing) Return completed form to your location in order to use paid quarantine leave days after you have used all of your sick days.

**If you are well enough to work, you are allowed to telecommute**. Coordinate this with your immediate supervisor. Your supervisor will need documentation of your positive results or quarantine order. Supervisors must keep the confidential medical documentation in a secured location. You may return to work after 5 days of the onset of symptoms or receiving your positive test if you are fever and symptom free. When you return on day six, you will need to wear a well-fitted mask through day 10. Remain in communication with your supervisor regarding your return date. If you have questions about your specific symptoms and returning to work, contact Health Services (502-485-3387).

**Telecommuting Information**

* Telecommuting is available for employees who are in the circumstance mentioned above.
* Employees should be marked present while telecommuting.
* If the employee’s regular duties cannot be performed from home, the supervisor must provide the employee with other work or training to complete while telecommuting.
* Teachers who are telecommuting will need to secure a sub for their classroom when students are attending school in person. The teacher will teach via their laptop from home while the sub assists and supervises students. “COVID-Sub Extra Help” should be used when requesting the sub. Office staff should use the XXX 2118 012036 473GL account code when entering the sub’s pay.