PDTA Sick-Day 2020-21 Provision

COVID Related Sick Day(s)

If you check "**YES**" to any question on the daily PCSD COVID-19 Screening Survey or have been Quarantined/Isolated by order of the MCDOH or your HCP and are therefore restricted from entering the building/district*:

- Mark your absence reason as **253 PIT – QUARANTINE**.
    - This will **not** deduct days from your personal sick days.
    - The reason for absence must be for the member's personal illness.
- Contact your supervisor to inform them of why you are out and to obtain the necessary guidance regarding required documentation.
- You will need a note signed by your HCP explaining an alternate diagnosis **OR** a negative COVID test to return to work. You may only return when you are directed that you are cleared by your Supervisor and/or HR.

*Reminder: Travel to any restricted region(s) must be approved by your supervisor in advance.

Following your absence, for the next two pay cycles, verify in WinCap that these day(s) were not charged against you. If there is an error, please contact your Supervisor. If needed, your PDTA representative can assist if am appropriate resolution is not obtained.

Non-COVID related (Traditional) Sick Day(s)

- You do not need to submit the daily PCSD COVID-19 Screening Survey
- Mark your absence as **273 PIT DEDUCT – SICK DAY**
    - This will deduct days from your personal sick days.
- If out less than five (5) days, you do not need any documentation to return to the building.

Traditional Family Illness Day(s) (COVID or non-COVID related)

- You do not need to submit the daily PCSD COVID-19 Screening Survey
- Mark your absence as **274 PIT DEDUCT – FAMILY ILLNESS**
    - This will deduct days from your personal sick days.
- If out less than five (5) days, you do not need any documentation to return to the building.

All teachers providing instruction in all Temporary Learning Models (TLMs) are encouraged to have emergency lessons plans prepared in advance for in-person and remote cohorts. If unable to provide lesson plans as detailed below, please contact your supervisor for support.

For absences greater than 5 days expectations and processes will be determined by your administrator and/or HR based on your specific situation.

In-Person (K-5)

a) Enter absence in the substitute system; Select "Substitute Required."
b) As able, provide typical lesson plans for a substitute and supervision/support plan for Pod-Partner.
c) The substitute will submit student attendance to the building clerical member responsible for attendance.

Hybrid (6-12) For absences 1-5 days

a) Enter absence in the substitute system; Select "Substitute Required."
b) As able, provide lesson plans for the in-person cohort and post a lesson, activity, message, resource, or link to Microsoft TEAMS for remote cohort.
c) Attendance for in-person classes will be taken by the substitute and turned in to the secretary responsible for attendance. Remote absence can be addressed when you return by emailing the secretary responsible for attendance.

Fully Remote (K-12) For absences 1-5 days

a) Elementary: Email Elizabeth Carpenter <u>and</u> enter absence in the substitute system; Select "Substitute Not Required."
   Secondary: Enter absence in the substitute system; Select "Substitute Not Required."
b) As able, post a lesson, activity, message, resource, or link for asynchronous learning your students can manage in your absence to the common platform.
c) Attendance should be taken upon return and communicated to the building clerical member responsible for attendance. This may be done incorporating an attendance collection tool or based on evidenced participation in/completion of independent/asynchronous work assigned during the absence.

Partially Remote (Mixed Assignment) (K-12) For absences 1-5 days

a) Enter absence in the substitute system; Select "Substitute Required." Note periods and/or times of in-person instruction for when the substitute is required in the comments.
b) Follow steps b. and c. for the appropriate areas of assignment above.

<u>**How will my absence be charged?**</u>

This depends on the reason for the absence.

- For any typical non-COVID-19 absence, the absence is charged and you are not expected to conduct any work other than the provision of plans as typical and detailed above.
- If quarantined for COVID-19 positive, denial to enter building based on supervisor directive or the morning screening survey, or while awaiting a required COVID test result, the absence is not charge. If you are medically able, you may be expected to perform work duties that can be addressed remotely, provide synchronous/asynchronous remote lessons, and/or provide plans as detailed above.
- If due to your charged absence, a portion of your work duties can be performed remotely, you may still be charged for the portion of the workday that you are unable to fulfill your duties.