

**BOARD BRIEF**

Date: March 4, 2022

**BOARD INFORMATION:**   X  

**MEETING PREPARATION:**       

**FROM:** Melanie Kay-Wyatt, Ed.D., Acting Chief of Human Resources

**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Meagan L. Alderton, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Staff COVID-19 Leave Option

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 2: Instructional Excellence

**SY 2021-2022 FOCUS AREA:**

N/A

**FY 2022 BUDGET PRIORITY:**

Implementation of 2025 Strategic Plan

**SUMMARY:**

Beginning March 7, 2022, Alexandria City Public Schools (ACPS) will provide paid emergency COVID-19 leave when a staff member is unable to work for a qualifying reason related to COVID-19. All ACPS contracted full-time and part-time employees are eligible for the emergency paid COVID-19 leave program. Casual and substitute employees are not eligible for this paid leave program.

ACPS emergency paid COVID-19 Leave Program provides pay at the employees' regular rate of pay for one COVID-19 related absence of up to five days. No more than five days of emergency paid COVID-19 leave is available during the 2021-22 school year. Contract employees who are part-time are eligible for the emergency paid COVID-19 leave program. The emergency paid COVID-19 leave days will be paid based on the applicable part-time work schedule for the employee.

**Qualifications for Paid COVID-19 Leave:**

ACPS staff must meet the following criteria to be eligible:

- The employee is placed on quarantine by Alexandria City Public Schools due to being identified as a close contact with an individual in the workplace who has tested positive for COVID-19.

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- The employee is experiencing symptoms of COVID-19 and can provide a medical statement supporting their illness from their physician/health care provider.
- The staff member has tested positive for COVID-19 and has submitted proof of positive test from a verified testing location or medical office to Human Resources.

ACPS staff must use their personal or sick leave for the following criteria:

- They are caring for their child who is under quarantine for showing symptoms of COVID-19 or tested positive and the employee has no other suitable childcare.
- They are caring for their spouse/partner, parent or other family member who is under quarantine for showing symptoms of COVID-19 or tested positive and the employee has no other suitable care for their family member.

Staff must submit COVID-19 Leave Request Forms within three business days of the start of their leave and include the required COVID-19 positive test documentation and/or physician/healthcare provider statement to be considered for up to a maximum of five days of paid leave.

ACPS will cover the additional cost of this COVID-19 staff leave program through the use of ESSER funds through June 2022.

### **BACKGROUND:**

N/A

**RECOMMENDATION:** The Superintendent recommends that the School Board review Staff COVID-19 Leave Program as described above.

### **IMPACT:**

(One sentence impact statement)

### **ATTACHMENTS:**

None

### **CONTACT:**

Dr. Melanie Kay-Wyatt, [melanie.kay-wyatt@acps.k12.va.us](mailto:melanie.kay-wyatt@acps.k12.va.us)