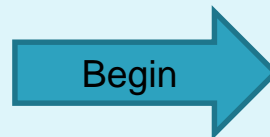


LAUREL PUBLIC SCHOOL LEAVE PROCESS

In response to the recent federal regulations concerning the COVID-19 outbreak the District created this decision tree process to help employees determine appropriate measure to take if they or their loved ones are affected by the pandemic. This process will hopefully assist in the decision to either report to work or remain home. It will also assist employees in answering benefit questions that may arise during this process.

The following slides are answer based. Once an employee answers one question by selecting a choice, it will automatically go to another set of questions and then hopefully an answer. This is not intended to answer every scenario, but to provide a guide to the employee of the steps and requirements of taking leave and what benefits they may expect. Any questions should be directed to their supervisors or human resources.



My situation concerns myself or I am caring for someone else:

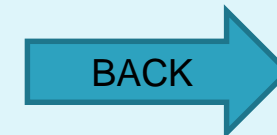
MYSELF

SOMEONE ELSE

**WHAT ARE MY
OPTIONS IF I
DON'T WANT TO
WORK?**

Choose one option that best describes your situation

- 1 Have you been quarantined?**
You are subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2 Did your doctor order you to quarantine?**
You were advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- 3 Do you have symptoms of COVID-19?**
You are experiencing symptoms of COVID-19 and seeking medical diagnosis.
- 6 You are experiencing substantially-similar condition?**
You are experiencing any other substantially-similar condition specified by the [U.S. Department of Health and Human Services](#).



YOU ARE UNDER QUARANTINE FROM A GOVERNMENT AGENCY ORDER

You chose option one which states you are ordered to quarantine due to COVID-19 pandemic. This is a direct order from either the federal, state or local authorities that you are not to leave your residence this includes not going to work. If you are unsure you should notify or request clarification from your supervisor.

In cases like this you will be eligible for 80 hours of paid sick leave in accordance with the Family First Coronavirus Response Act. Employees that fall under this provision would qualify to be paid their regular daily rate of pay not to exceed \$511 per day or an aggregate of \$5,110. You may also use your personal sick or vacation pay once this leave is used.



BACK

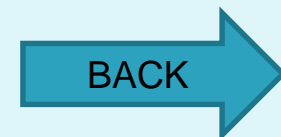


START OVER

YOU ARE UNDER QUARANTINE FROM A DOCTORS ORDER DUE TO SYMPTOMS OF COVID-19

You chose option two which states you were advised by your healthcare provider to quarantine due to having symptoms of the COVID-19 virus. You must have a doctors note to verify this which can be faxed to the human resource office at 406-628-3360. If you have questions you should notify or request clarification from your supervisor or Maggie Lowell at 406-628-3353 or email lpsspayroll@laurel.k12.mt.us

In cases like this you will be eligible for 80 hours of paid sick leave in accordance with the Family First Coronavirus Response Act. Employees that fall under this provision would qualify to be paid their regular daily rate of pay not to exceed \$511 per day or an aggregate of \$5,110. You may also use your personal sick or vacation pay once this leave is used.



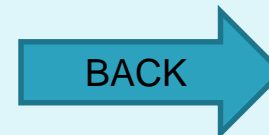
YOU ARE EXPERIENCING SYMPTOMS OF COVID-19 AND SEEKING MEDICAL DIAGNOSIS.

You chose option three which you are experiencing symptoms of COVID-19 and seeking medical diagnosis. You are seeking medical advise because you have symptoms of COVID-19 and have made an appointment to see a medical professional. In these cases please:

- Do not report to work and call your supervisor and HR
- Keep your appointment with your doctor
- After your appointment please remain home and contact your supervisor if you may return to work or remain home.
- You may have your doctor fax the note to HR. (Fax # 406-628-3375).

If you are unsure you should notify or request clarification from your supervisor or Maggie Lowell at 406-628-3353 or email lpsspayroll@laurel.k12.mt.us

In cases like this you will be eligible for 80 hours of paid sick leave in accordance with the Family First Coronavirus Response Act. Employees that fall under this provision would qualify to be paid their regular daily rate of pay not to exceed \$511 per day or an aggregate of \$5,110. You may also use your personal sick or vacation pay once this leave is used.



YOU ARE EXPERIENCING ANY OTHER SUBSTANTIALLY –SIMILAR CONDITION SPECIFIED BY THE U.S. HHS

You chose option six which states you are experiencing substantially-similar condition specified by the Secretary of Health and Human Services (HHS), in consultation with the Secretaries of Labor and Treasury. If you are unsure you should notify or request clarification from your supervisor or Maggie Lowell at 406-628-3353 or email lpsspayroll@laurel.k12.mt.us

In cases like this you will be eligible for 80 hours of paid sick leave in accordance with the Family First Coronavirus Response Act. This leave will be paid at 2/3 your regular rate of pay up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). You may also use your personal sick or vacation pay once this leave is used or to make up the other 1/3.

BACK

START OVER

Choose one option that best describes your situation

4

Are you caring for someone that is quarantined?

Someone you are caring for is subject to a federal, state, or local quarantine or isolation order or advised by a healthcare provider to self-quarantine due to COVID-19

5

Are you caring for your child

You are caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

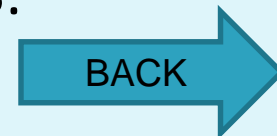
BACK

START OVER

YOU ARE CARING FOR SOMEONE THAT IS QUARANTINED.

You chose option four which states you are caring for someone that is subject to a federal, state, or local quarantine or isolation order or advised by a healthcare provide to self-quarantine due to COVID-19. If you are unsure you should notify or request clarification from your supervisor or Maggie Lowell at 406-628-3353 or email lpipayroll@laurel.k12.mt.us

In cases like this you will be eligible for 80 hours of paid sick leave in accordance with the Family First Coronavirus Response Act. This leave will be paid at 2/3 your regular rate of pay up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). You may also use your personal sick or vacation pay once this leave is used or to make up the other 1/3.



YOU ARE CARING FOR YOUR CHILD THAT HIS/HER SCHOOL OR DAYCARE IS CLOSED

You chose option five which states you are caring for a child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. If you are unsure you should notify or request clarification from your supervisor or Maggie Lowell at 406-628-3353 or email

lpipayroll@laurel.k12.mt.us

In cases like this you will be eligible for 12 weeks of paid sick leave. Employees are unpaid 10 days before the leave is paid but employees may use the 80 hours of unused emergency paid sick leave. After the 10th day this leave will be paid at 2/3 your regular rate of pay up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). You may also use your personal sick or vacation pay once this leave is used or to make up the other 1/3.

BACK

START OVER

WHAT ARE MY OPTIONS IF I CHOOSE NOT TO WORK?

I fear I will be exposed to COVID-19?

I don't want to work because I fear that I may be exposed to COVID-19 and do not fall within any of the six leave qualifications.

I am working from home, but don't want to go in if called?

I was working from home, but I have been called in to work but don't want to due to fear of exposure to COVID-19

I can't go into work because I am out of state.

You are out of the area and cannot go to work because you are in an area where you cannot travel.

I am currently on FMLA and qualify for EFMLA

You are currently on FMLA and think you may qualify for Emergency FMLA due to COVID-19 Pandemic.

School is closed, so what do I do?

Your child's school or school where you work is closed due to COVID-19 and you do not know what to do.

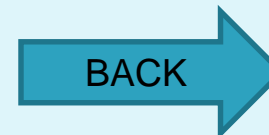
BACK

START OVER

I DON'T WANT TO GO TO WORK AND BE EXPOSED TO COVID-19

You chose this option because you fear exposure to the COVID-19. You may be approved for leave if your supervisor or HR approves one of the following reasons:

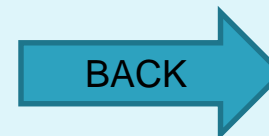
- You have a doctor's note that would prevent you from reporting to work and may qualify you for paid leave or unpaid FMLA
- Employees may use accumulated leave if approved by your supervisor
- Once the ban is lifted all employees will be directed to report to work. Leave may be granted on a case by case basis following applicable policy and law.



I AM WORKING FROM HOME, BUT DON'T WANT TO GO IN IF CALLED?

You chose this option because you fear exposure to the COVID-19. You may be approved for leave if your supervisor or HR approves one of the following reasons:

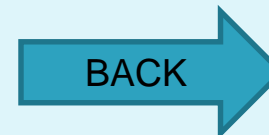
- You have a doctor's note that would prevent you from reporting to work and may qualify you for paid leave or unpaid FMLA
- Employees may use their vacation or comp-time if approved by your supervisor
- Once the ban is lifted all employees will be directed to report to work. Leave may be granted on a case by case basis following applicable policy and law.



I CAN'T GO INTO WORK BECAUSE I AM OUT OF STATE.

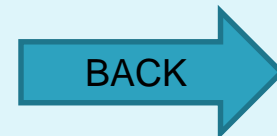
You chose this option because you left your home and cannot return. All employees are required to report to work when directed. Employees must report to work unless there is an underlying reason for not reporting to work. These situations will be determined by your supervisor and HR. There may be extenuating circumstances which may be understandable to not return on time. Please review the FMLA and Emergency Paid Sick Leave regulations.

If you are in a situation where you are under quarantine go to [Option 7](#).



I AM CURRENTLY ON FMLA AND THINK I QUALIFY FOR EFMLA

You chose this option because you are currently on FMLA and think you qualify for Emergency FMLA (EFMLA). You may be approved for leave if you qualify for one of the six reasons listed in the previous slides. Click the “Start Over” button below and walk through the situations. If you believe you qualify please contact human resources to discuss your options.



MY SCHOOL OR MY CHILD'S SCHOOL IS CLOSED DUE TO COVID-19: WHAT DO I DO?

You chose this option because your school where you work is closed due to COVID -19 and you do not know what to do. If your school is closed, you should contact your supervisor or District Administration if instruction is not provided.

- Once the ban is lifted all employees will be directed to report to work. Leave or accommodations may be granted on a case by case basis following applicable policy and law.
- If your child's school is closed please review [Option 5](#).

