**Lewistown School District**

**COVID-19 Emergency Measures**  1910

Personnel Use of Leave

The School District has adopted the protocols outlined in this policy to govern during the 2021-2022 school year. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

District Leave

School District staff may utilize accumulated leave granted in accordance with Montana law, District policy, a Collective Bargaining Agreement, or applicable Memorandum of Understanding through the regular procedures governing the type of leave requested.

Staff members not covered by a memorandum of understanding are eligible for one week of paid sick leave capped at 40 hours (prorated based on contracted hours) in addition to that leave provided by federal law, district policy, or employment contract. The employee may utilize the 40 hours of additional leave during the 2021-2022 school year in the event the employee is diagnosed with Covid-19 and under an isolation order or who is directed by a health official to quarantine and are unable to work remotely.

Federal Law Controls Federal Leave Provisions

The Board of Trustees has adopted this policy and related forms on the referenced date based on the law and available federal and state guidance as of the date of such adoption. Federal and state guidance can change following adoption of this policy and forms. To the extent that any subsequently adopted guidance or federal regulation or other controlling interpretation of the law results in a conflict between such guidance, regulation or controlling interpretation and this policy or forms, the provisions of the guidance, regulation or controlling interpretation controls to the extent of any such conflict. The School District shall take reasonable steps to ensure that staff are notified of any change in guidance or federal regulation or other controlling interpretation of the law that creates a conflict with any provision of this policy of forms.

Cross Reference: Policy 5321 – Leaves of Absence

Policy 5328 – Family Medical Leave Act

Policy 5329 – Long Term Illness

Policy 5330 – Maternity and Paternity Leave

Policy 5334 - Vacations

Policy History:

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Revised on: 9/14/2020

Revised on: 4/12/2021

Terminated on: 6/30/2021

Re-Adopted on: 9/13/2021