

COVID Leave Time

Situation	Type of Leave
Staff member has one or more symptoms of COVID	<u>Sick time</u> is used. If they need to get tested, they must remain out until test results return.
Staff member is placed on a mandatory quarantine by NYS Health Department	First instance: NYS COVID Paid Sick Leave, up to 10 work days, applies. After the first instance of quarantine, <u>sick time</u> is used.*
Staff member tests positive for COVID	Staff members are eligible for NYS COVID Paid Sick Leave IF they have not used it three (3) times.
Staff member has a child or family member who is positive for COVID	Staff members may use sick time if they need to care for them during quarantine.
Staff member has a child who is placed on mandatory quarantine by NYS Health Department	Staff members may use sick time to care for their quarantined child.

Contact Human Resources if you are unsure of how your individual situation would apply.

*Rule may vary by special circumstances and bargaining unit contract.