

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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To: STU staff members
Fr: Human Resources and SEDOL Teachers' Union Presidents
Dt: December 3, 2020
Re: COVID-19 sick leave bank procedures

On December 2, 2020, SEDOL's Governing Board approved the Memorandum of Understanding between the Governing Board of the Special Education District of Lake County and the SEDOL Teachers' Union, IFT-AFT, AFL-CIO concerning COVID-19 sick leave bank. This memo was created jointly by the STU Presidents, Rebecca Slye and Michelle Clark in collaboration with SEDOL administrators, Peggy Lynch and Laura Wojcik to provide the procedures for the COVID-19 sick leave bank.

Per the memorandum the following language applies:

- COVID19 Sick Leave Bank.** For the 2020-2021 school year, the Parties will establish a separate COVID-19 sick leave bank, which leave benefits shall be available as reflected in the following table. Two Assistant Superintendents will meet with the STU Co-Presidents to determine administrative procedures and other rules related to participation and withdrawals from the COVID-19 sick leave bank. To be eligible, a teacher must donate one sick leave day to the bank. SEDOL will contribute one day for each day initially donated by a teacher. All participants may access the sick leave bank in the order outlined below. Once a particular benefit is used/exhausted, if there are any subsequent incidents and requests to withdraw remaining sick leave bank days, the order will follow the same sequence, but begin with the remaining benefits. **For example, assume a teacher is subject to four (4) separate ten (10) work day quarantines due to a SEDOL exposure, and no remote work is provided by SEDOL. The teacher will first receive 10 PAL days; followed by 10 days from the sick leave bank; followed by 9 days from the sick leave bank and 1 FFCRA day; followed by 9 FFCRA days and 1 personal sick leave day. (As of today, FFCRA-Families First Coronavirus Act expires December 31, 2022).**

Teachers who exhaust the benefits outlined below may request to use any available personal sick leave days.

If there is a need to replenish the bank, each participant shall donate one additional sick leave day per replenishment. SEDOL will match the replenishment on one occasion. Participants shall be solely responsible for any subsequent replenishments. Unless the bank is replenished two or more times, any unused bank days remaining at the end of the 2020-2021 school year will be divided in half, with one half rolling over to the existing sick leave bank and the other half being returned to SEDOL. If the bank is replenished two or more times, any remaining days at the end of the 2020-2021 school year will be rolled over to the existing sick leave bank.

Teachers requesting benefits due to confirmed COVID-19 diagnoses will be asked to provide medical documentation.

Teachers who have submitted a notice of intent to retire are not required to donate a sick leave day, but shall still be eligible to access the bank if needed.

	Access to Paid Administrative Leave	Access to COVID-19 Sick Leave Bank	Order of Leave Benefits <i>*If remote work duties are unavailable</i>
<i>Teacher Has a Confirmed COVID-19 Diagnosis</i>	Yes	Yes	1) 10 FFCRA sick leave days 2) 10 PAL days (cumulative over the 20-21 school year) 3) 5 personal sick leave days 4) Up to 19 days of COVID19 sick leave bank days (cumulative over 20-21 school year) if the teacher is a participant and the absence occurred on or after November 3, 2020 5) Personal sick leave days
<i>COVID-19 Quarantine Due to SEDOL Exposure</i>	Yes	Yes	1) 10 PAL days (cumulative over the 2020-2021 school year) 2) Up to 19 days of COVID19 sick leave bank days (cumulative over the 20-21 school year) if the teacher is a participant and the absence occurred on or after November 3, 2020 3) 10 FFCRA sick leave days 4) Personal sick leave days.
<i>COVID-19 Symptoms with No Diagnosis OR COVID-19 Quarantine Unrelated to SEDOL Exposure</i>	No	Yes	1) 10 FFCRA sick leave days 2) 5 personal sick leave days 3) Up to 19 days of COVID19 sick leave bank days (cumulative over 20-21 school year) if the teacher is a participant and the absence occurred on or after November 3, 2020 4) Personal sick leave days

Procedures:

1. In order to be a participant in the COVID-19 sick leave bank for the 2020-2021 school year, complete and sign the attached form.
2. This form must be completed and returned to Dr. Peggy Lynch in Human Resources by December 10, 2020.
3. If you are requesting to access the COVID-19 sick leave bank due to a confirmed COVID-19 diagnosis and are **unable to work remotely**, you must provide medical documentation.
4. Medical documentation must be verified by Assistant Superintendent for HR, Dr. Peggy Lynch.

SEDOL COVID-19

SICK LEAVE BANK AUTHORIZATION FORM

2020-2021

I, the undersigned hereby declare that I wish to be a participant in the 2020-2021 COVID-19 Sick Leave Bank of the Special Education District of Lake County.

I understand that, in order to be a participant, I am initially donating one (1) of my accumulated sick leave days to the COVID-19 sick leave bank by **December 10, 2020**; I further understand if there is a need to replenish the COVID-19 sick leave bank, each participant shall donate one additional sick leave day per replenishment.

SEDOL will contribute one day for each day initially donated by a teacher. If there is a need to replenish the COVID-19 sick leave bank, SEDOL will match the replenishment on one occasion. (Unless the bank is replenished two or more times, any unused bank days remaining at the end of the 2020-2021 school year will be divided in half, with one half rolling over the existing sick leave bank and the other half being returned to SEDOL).

In return for the above, in submitting this signed Authorization Form in a timely manner, I am a full participant in the SEDOL COVID-19 Sick Leave Bank, entitled to all of its benefits, until termination of employment with SEDOL through 2020-2021 school year.

Eligibility for COVID-19 Sick Leave Bank Participants:

1. Teacher has a confirmed COVID-19 diagnosis and is unable to work remotely, will access sick leave in this order (cumulative over the 2020-2021 school year):

- a. ten (10) FFCRA sick leave days,
- b. ten (10) paid administrative leave days
- c. five (5) personal sick leave days
- d. up to nineteen (19) days of COVID-19 sick leave bank

2. Teacher is quarantined due to COVID-19 SEDOL exposure and is unable to work remotely will access sick leave in this order (cumulative over the 2020-2021 school year):

- a. ten (10) paid administrative leave days
- b. up to nineteen (19) days of COVID-19 sick leave bank days

c. ten (10) FFCRA sick leave days

d. personal sick leave days

3. Teacher has COVID-19 symptoms with no diagnosis or COVID-19 quarantine unrelated to SEDOL exposure and is unable to work remotely will access sick leave in this order (cumulative over the 2020-2021 school year):

a. ten (10) FFCRA sick leave days

b. five (5) personal sick leave days

c. up to nineteen (19) days of COVID-19 sick leave bank days

d. personal sick leave days

PRINT OR TYPE YOUR NAME: _____

SIGNATURE: _____ **DATE:** _____

I have put in my notice of intent for retirement on _____. I would like to donate a sick leave day _____ YES _____ NO.

PLEASE KEEP A COPY OF THE COMPLETED FORM FOR YOUR RECORDS

In order to be effective for the current school year, **this form must be submitted to the Assistant Superintendent of Human Resources and the SEDOL Teachers' Union president by December 10, 2020.**