

### Overview of COVID-19 Related Leave Chart

What is the purpose?	I am going to take a COVID-19 Vaccination.	I am going to take a COVID-19 test; I am awaiting COVID-19 test results; or have not yet attested and provided proof of vaccination status or test results.	I may have to quarantine due to COVID-19 as documented by a healthcare provider.		
Type of Leave	Release Time for COVID-19 Vaccination	Paid Sick/Vacation/ Personal	Leave Without Pay	Administrative Leave	Quarantine Leave
Who is eligible?	<p>Salaried <b>Classified Employees</b> (BU 01, 02, 03, 04, 09, 10, 13, and their excluded counterparts)</p> <p>Salaried <b>Certificated Employees</b> (BU 05, 06, and their excluded counterparts)</p>	<p>Salaried <b>Classified Employees</b> (BU 01, 02, 03, 04, 09, 10, 13, and their excluded counterparts)</p> <p>Salaried <b>Certificated Employees</b> (BU 05, 06, and their excluded counterparts)</p>	<p>Salaried <b>Classified Employees</b> (BU 01, 02, 03, 04, 09, 10, 13, and their excluded counterparts)</p> <p>Salaried <b>Certificated Employees</b> (BU 05, 06, and their excluded counterparts)</p>	<p>Salaried <b>Classified Employees</b> (BU 01, 02, 03, 04, 09, 10, 13, and their excluded counterparts)</p>	<p>Salaried <b>Certificated Employees</b> (BU 05, 06, and their excluded counterparts)</p>
When may leave be used?	<p>Qualifying Reason:</p> <ol style="list-style-type: none"> <li>Employees are authorized to take up to two (2) hours of time off to get their COVID-19 vaccination(s) during working hours.</li> </ol>	<p>Qualifying Reason:</p> <ol style="list-style-type: none"> <li>Starting August 30, 2021, an employee who cannot report to work because they <b><u>have not attested and provided proof of vaccination status OR test results</u></b> to their administrator.</li> <li>Starting August 30, 2021, an employee who cannot report to work because they need to conduct their COVID-19 testing requirement.</li> <li>Starting August 30, 2021, an employee who cannot report to work because they are awaiting their COVID-19 test results.</li> </ol>	<p>Qualifying Reason:</p> <ol style="list-style-type: none"> <li>Starting August 30, 2021, an employee who cannot report to work because they <b><u>have not attested and provided proof of vaccination status OR test results</u></b> to their administrator AND do not have an available leave balance.</li> <li>Starting August 30, 2021, an employee who cannot report to work because they need to conduct their COVID-19 testing requirement AND do not have an available leave balance.</li> <li>Starting August 30, 2021, an employee who cannot</li> </ol>	<p>Qualifying Reason:</p> <ol style="list-style-type: none"> <li>An employee has been advised by a health care provider to self-quarantine related to COVID-19.</li> </ol>	<p>Qualifying Reasons:</p> <ol style="list-style-type: none"> <li>An employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; or</li> <li>An employee has been advised by a health care provider to self-quarantine related to COVID-19; or</li> <li>An employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.</li> </ol>

			report to work because they are awaiting their COVID-19 testing results AND do not have an available leave balance.		
<b>How much leave may be taken?</b>	<ul style="list-style-type: none"> <li>Employees are authorized to take up to two (2) hours</li> </ul>	<ul style="list-style-type: none"> <li>Up to the amount necessary to be in compliance with the COVID-19 testing requirement</li> </ul>	<ul style="list-style-type: none"> <li>Up to the amount necessary to be in compliance with the COVID-19 testing requirement</li> </ul>	<ul style="list-style-type: none"> <li>Up to 10 calendar days with health care provider confirmation of dates of absence</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with the Federal, State, or local travel quarantine regulations</li> <li>Health care provider documentation with dates of absence</li> </ul>
<b>How may leave be taken?</b>	<ul style="list-style-type: none"> <li>As needed to take the required dose(s)</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with the collective bargaining provisions</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with the collective bargaining provisions</li> </ul>	<ul style="list-style-type: none"> <li>Continuously; due to having to quarantine in accordance with health care provider documentation.</li> </ul>	<ul style="list-style-type: none"> <li>Continuously; due to having to quarantine in accordance with Federal, State, or local travel quarantine or health care provider documentation.</li> </ul>
<b>Forms to complete and file at the school or office</b>	<p>Form DOE OTM 300-001 <b><u>OR</u></b> Form DOE G-1</p> <p>Appropriate proof of registration or similar documentation attached.</p>	<p>Form DOE OTM 300-001 <b><u>OR</u></b> Form DOE G-1</p> <p>Appropriate documentation if applicable related to the leave provisions</p>	<p>Form DOE OTM 300-001 <b><u>OR</u></b> Form DOE G-1</p> <p>Appropriate documentation if applicable related to the leave provisions</p> <p>*Reminder: Inform OFS, Payroll immediately to prevent any overpayments</p>	<p>Form DOE G-1</p> <ul style="list-style-type: none"> <li>Administrative Leave – DOE (leave code 35)</li> </ul> <p>Health care provider documentation for qualifying reason #1.</p>	<p>Form DOE OTM 300-001 <b><u>OR</u></b> Form DOE G-1</p> <ul style="list-style-type: none"> <li>Quarantine Leave (leave code 59)</li> </ul> <p>Travel itinerary for qualifying reason #1 or health care provider documentation for qualifying reasons #2 and #3.</p>

**Overview of COVID-19 Related Leave Chart – COVID-19**

Type of Leave on Leave Request Form	TnA Leave "Drop Down" Menu	TnA Form 7 Code	TnA Form 7 Legend	SFE/TSEAS Form DOE G-1 Form DOE OTM 300-001 Code
Quarantine Leave	"Quarantine Leave"	" ] "	" ] (59) Quara Leave "	59
Administrative Leave	" Admin Lv - DOE"	" w "	"w (35) Admin DOE "	35
Release Time Vaccine Leave	" { "	" { "	"58"	58