



## Clearview Local Schools

### Required Documentation for Emergency Paid Sick Leave

In accordance with the U.S. Department of Labor, additional documentation should accompany the Emergency Paid Sick / FMLEA Leave Request form. This information should be submitted to your immediate supervisor **prior** to your requested leave or provide this information verbally until such time as you are able to secure **written documentation** (e.g., a copy of the quarantine order, a copy of the health care professional's recommendation for self-quarantine and the period of quarantine). The EPSL reasons listed below appear on the Emergency Paid Sick / FMLEA Leave Request form. Please select the appropriate reason for your absence and be sure to obtain the approval of your immediate supervisor. The Superintendent's and/or Treasurer's office will not accept EPSL forms without a supervisor's approval.

1. The qualifying reason for your leave (i.e. reasons 1 through 6);
2. A statement from a medical professional that the you are unable to work (including telework) for that reason;
3. The dates for which the leave is requested;
4. As applicable:
  - A. Source of any quarantine or isolation order (see reasons 1 through 4); or
  - B. The name of the health care provider who advised you to self-quarantine (see reasons 2 through 4);
  - C. If you are taking EPSL for reason 5, you must provide the following information:
    - i. Name of the child being cared for;
    - ii. Name of the school, place of care, or childcare provider that closed or became unavailable due to COVID-19 reasons; and
    - iii. A statement representing that no other suitable person is available to care for the child during the period of requested leave.

#### Recording Your Absence in AESOP

Upon submission of the proper documentation related to your COVID-19 event, you may select "COVID-19 Relief FFCRA" as your EPSL absence option in AESOP. You are limited to 10 EPSL days.

However, if you do not have the proper documentation or you have an absence outside the parameters that your health care professional recommends, your absence will be recorded as a regular sick day.