

St. Mary's County Public Schools Options for Staff Unable to Return

The following table is meant to provide an overview of options available to staff who are unable to return to their worksite for various reasons. This list is meant to be a quick reference and may not address every employee situation.

Reason	Eligible Use	Maximum Use	Notes
<p>Families First Coronavirus Response Act (FFCRA)</p> <p>Official site can be found here.</p> <p>Complete this form.</p>	<p>1. For any employee who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.</p> <p>2. For any employee who has been advised by a healthcare provider to self-quarantine related to COVID-19.</p> <p>3. For any employee who is experiencing COVID-19 symptoms and is seeking a medical diagnosis.</p>	<p>Maximum of 10 days of paid leave.</p> <p>Only available between April 1, 2020 - December 31, 2020.</p>	<p>Can only use a maximum of 10 days prior to December 31, 2020.</p> <p>Employees must submit the approval form and required documentation to covid19leave@smcps.org.</p>
<p>Families First Coronavirus Response Act (FFCRA) - Emergency Paid Sick Leave Act (EPSLA)</p> <p>Official site can be found here.</p> <p>Complete this form.</p>	<p>For any employee who is caring for an individual subject to an order described in #1 above or self-quarantine described in #2 above.</p> <p>For any employee who is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</p>	<p>Maximum of 10 days of paid leave, at $\frac{2}{3}$ pay per day, up to a maximum of \$200 per day and \$2,000 in total.</p>	<p>Can only use a maximum of 10 days prior to December 31, 2020.</p> <p>Employees must submit the approval form and required documentation to covid19leave@smcps.org.</p>
<p>Families First Coronavirus Response Act (FFCRA) - Emergency Paid Sick Leave Act (EPSLA) and/or Expanded Family and Medical Leave Act (EFMLA)*</p> <p><i>*Note: EFMLA only pertains to childcare.</i></p> <p>Official site can be found here.</p> <p>Complete this form.</p>	<p>For any employee who is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.*</p>	<p>Maximum of 10 weeks (or 50 days) of paid leave, at $\frac{2}{3}$ pay per day, up to a maximum of \$200 per day and \$12,000 in total. Only available between April 1, 2020 - December 31, 2020.</p> <p>Cannot be used on days students are expected to be on-site in school (hybrid model).</p> <p>Cannot be used if the parent/guardian chooses not to participate in on-site instruction.</p>	<p>Can only use a maximum of 10 weeks (50 days).</p> <p>Can be used intermittently by only in whole days.</p> <p>Employees must submit the approval form and required documentation to covid19leave@smcps.org.</p>

<p>Americans with Disabilities Act (ADA)</p> <p>Official site can be found here.</p> <p>Complete this form.</p>	<p>For any employee who has a medical diagnosis of a disability. (Disability is defined by ADA as a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.)</p>	<p>No maximum use.</p> <p>Some accommodations can be provided temporarily or only for specified periods of time.</p>	<p>Cannot be used for family members who have a disability, compromised immune system, or medical need.</p> <p>Reasonable accommodations are determined by the employer without posing an undue hardship on the employer.</p>
<p>Request to Telework under Exceptional Circumstances</p> <p>Complete this form.</p>	<p>For any employee who has an exceptional circumstance and would like consideration to telework.</p>	<p>School-based employees may continue to telework while approved under an exceptional circumstance until students return on-site to the grade level or regional program, but not later than October 30, 2020.</p> <p>Non-school-based employees may continue to telework while approved under an exceptional circumstance until notification indicating otherwise is received from the Department of Human Resources.</p>	<p>Employees must submit the approval form to their immediate supervisor/principal/director prior to being submitted to Dale Farrell for review by the Telework Review Committee.</p>
<p>Request to Telework under Quarantine or Self-Isolation Order</p> <p>No form applicable.</p> <p>Submit written request to Dale Farrell at dpfarrell@smcps.org with a copy to covid19leave@smcps.org</p>	<p>For any employee who has a medical order to quarantine or self-isolate due to COVID-19.</p>	<p>10 or 14 days depending on the quarantine or self-isolation order.</p> <p>Employees who have tested positive, or employees who have a direct exposure, or employees have been tested or are going for testing due to a direct exposure, or employees who have been directed by a medical professional to self-isolate and prefer telework rather than FFCRA leave.</p> <p>Telework can only be granted for the period of quarantine or self-isolation.</p>	<p>Employees must be physically able to telework, and their position must qualify for telework.</p> <p>Employees must contact the Department of Human Resources to discuss the medical quarantine or medical self-isolation order due to COVID-19.</p> <p>Documentation may be required to be submitted to the Department of Human Resources pertaining to the quarantine or self-isolation order.</p>

<p>Family and Medical Leave Act (FMLA)</p> <p>Complete this form if you are requesting FMLA for your own condition.</p> <p>Complete this form if you are requesting FMLA for a family member's condition.</p>	<p>For any employee who qualifies under one of the following conditions:</p> <ul style="list-style-type: none"> the birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; to care for the employee's spouse, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job; any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" 	<p>Maximum of 12 weeks or 60 days for any employee who has worked for SMCPs for at least 12 months and has completed a minimum of 1,250 hours of service in the previous 12 months.</p>	<p>Documentation must be submitted in advance of being approved for FMLA.</p> <p>Employees must submit approval forms to Benefits Coordinator Leslie Fancella at lmfancella@smcps.org.</p>
<p>Leave of Absence</p> <p>No form applicable.</p> <p>Submit written request to Dale Farrell at dpfarrell@smcps.org.</p>	<p>An employee may request up to a 1-year leave of absence that can only be extended one time for an additional year.</p> <p>Employees requesting and approved for a leave of absence shall be returned to a position for which they are qualified, without displacing another employee or creating a new position. If a position does not exist, then the employee will remain in an unpaid leave status until a vacancy exists. Employees are not guaranteed to return to their same position or their same location upon return from a leave of absence.</p>	<p>A leave of absence is approved for a maximum of 1 school year and can be extended only once for one additional year.</p>	<p>A request for a leave of absence must be submitted in advance of being approved.</p> <p>Employees must submit a written request to Dale Farrell at dpfarrell@smcps.org.</p>

<p>Resignation</p> <p>Submit written request to Dale Farrell at dpfarrell@smcps.org.</p>	<p>An employee may submit a request to resign their position in writing through email to the Department of Human Resources.</p> <p>Certificated Employees under a State of Maryland teacher's contract must request consideration for release which will be presented to the Board of Education or approval.</p>	<p>n/a</p>	<p>Employees must submit a written request to Dale Farrell at dpfarrell@smcps.org.</p>
<p>Retirement</p> <p>Submit written request to Dale Farrell at dpfarrell@smcps.org.</p>	<p>An employee who is eligible to retire through regular retirement or disability retirement must complete Maryland State Retirement and Pension System paperwork prior to their retirement.</p>	<p>n/a</p>	<p>Employees must complete Maryland State Retirement and Pension System paperwork prior to the effective date of their retirement.</p> <p>Questions pertaining to retirement should be directed to Benefits Coordinator Leslie Fancella at lmfancella@smcps.org.</p>
<p>Leave</p> <p>Submit leave requests here.</p>	<p>Employees are eligible to utilize their sick leave, annual or personal leave, compensatory time, acquired hours, or pre-allocated leave. SMCPs is currently allowing for liberal use of available leave balances.</p>	<p>Maximum use equals the amount of available leave to each employee. Employees may check their leave balances in SmartFind Express.</p>	<p>IMPORTANT NOTE: Employees are granted leave at the beginning of their contractual year. Employees who do not complete their contractual year will have sick, personal leave, and/or pre-allocated leave prorated for the period of the contractual year worked. Any employee who uses more leave than was earned shall be responsible for repayment of unearned leave.</p>