Employee Name (please print): _____ Employee ID: _____

School or Department: _____ Job Title: _____

2022-23 Request For Retroactive Pandemic Days For Leave Prior to February 13, 2023

Bend-La Pine Schools (BLS) will provide a total of up to five (5) days of paid COVID-19 Hardship Leave, applied retroactively to August 24, 2022 for certified employees (BEA) / July 1, 2022 for classified employees (OSEA) which may be used among the following options:

A. *Quarantine or isolation for COVID-19 at the direction of the district or Local Public Health Authority (LPHA), unless either BLS or the LPHA determines that the exposure likely occurred outside of a BLS workplace;*

B. *Caring for a child or spouse who is quarantined/isolated for COVID-19 at the direction of the district or the LPHA, unless either BLS or the LPHA determines that the exposure likely occurred outside of a BLS workplace;*

C. *The three (3) waiting days for an accepted Workers' Comp claim related to COVID-19, and up to two (2) additional days to keep whole through day 5;.*

D. *One day paid leave per initial vaccination or booster injection to employees who are unable to work due to vaccine side effects.*

I am applying for sick leave to be credited back to me for absences recorded on my monthly leave record(s) for the following reason(s):

Category A or B - Name of person _____ who directed you/child/spouse to isolate or date of self-administered COVID test _____ Absence Dates:_____

Category C - HR benefits staff that you worked with _____ Absence Dates:_____

Category D - Date/place of vaccination/booster _____ Absence Date: _____

Employee Signature and Date: _____

***Attach copies of your ORIGINAL monthly leave records for the applicable dates noted above to this form ***

You will be notified if your request is denied. Hours will be credited back to your sick leave accrual account

FOR OFFICE USE ONLY

_____

(HR Director Signature) Date

Send this form, leave records and any other documentation via interoffice mail to Paul Dean / Human Resources @ the Education Center. Employees may email paul.dean@bend.k12.or.us if you have any additional questions