

TSD COVID-19 Sick Leave Co-op for the 2021-2022 School Year

TSD COVID-19 Sick Leave Co-op for the 2021-2022 school year for all eligible employees who wish to participate.

Purpose

The purpose of the COVID-19 Sick Leave Co-op is to provide a one-time benefit of up to 3 sick leave days to members of the co-op in the event the member tests positive for COVID and is required to isolate or is required to quarantine due to a COVID positive household member.

Eligible Employee

An eligible employee is a contract or classified employee of TSD who accrues sick leave days.

Membership Requirements

- Employee must be eligible to earn and use sick leave at TSD.
- Employee must contribute a minimum of eight (8) hours of sick leave to the co-op. The required contribution applies to both full-time and part-time employees. **Note:** Donating more than 8 hours will not increase the maximum amount of 3 sick leave days.
- Employee must be fully vaccinated or qualify for an exemption (medical or religious) and attest to such. *Exemption requests will be reviewed on a case-by-case basis.*

Enrollment

Employees wishing to enroll in the COVID-19 Sick Leave Co-op must complete the enrollment application located at the end of this document. Completed applications should be emailed to hr@tsd.state.tx.us.

Member's use of COVID-19 Sick Leave Co-op days will be effective the day following their own enrollment.

To request days from the co-op, an employee must:

1. Notify their supervisor and Human Resources of their need to quarantine/isolate via email.
2. Submit a copy of their COVID positive test results or the positive test results of relevant household member to hr@tsd.state.tx.us.
3. Human Resources will provide isolation instructions, if required.
4. If applicable, HR will grant and apply sick leave co-op days to employee's timesheet when required documentation is received.

Note:

- Leave granted will correspond with the number of days an employee is absent due to COVID-19 isolation period and/or symptoms but will not exceed three (3) days.
- Leave paid from the co-op will be paid at the employee's normal compensation rate.
- Once all donated leave from the co-op is exhausted, no more paid leave will be granted, unless TSD determines that additional requests will be honored. The co-op balance will be closely monitored.
- Donated sick leave days become the property of TSD and shall not revert to the employee due to failure to use COVID-19 Sick Leave co-op days, and/or termination of employment.
- Donated and/or granted co-op leave days shall be subject to payroll taxes according to IRS regulations. Additionally, proration of donated leave based on employee work hours is applicable according to TSD policy, DEC. Individuals working less than 8-hour days will receive leave equal to their standard work schedule.

Please note that employees not enrolled in the COVID-19 Sick Leave Co-op must use their own leave accruals in the event of COVID-19 related absences. Additionally, members of the co-op will use their own accrued leave for absences.

beyond co-op leave granted. When accrued leave is unavailable, leave without pay will be applicable.



Texas School for the Deaf
COVID Sick Leave Co-Op Application

Employee Name: _____

Hours Contributed to the COVID Sick Leave Co-Op (must be in increments of 8 hours):

Hours to be donated: _____

By signing below, I agree that the amount indicated above will be deducted from the balance of my accrued sick leave and donated to the TSD COVID Sick Leave Co-Op.

By signing below, I certify that (check applicable selection):

- _____ I am fully vaccinated for COVID (Pfizer, Moderna, or Johnson & Johnson) including CDC recommended booster(s)
- _____ I qualify for a medical or religious (conflicts with my sincerely held religious beliefs, practices, or observances) exemption and will submit documentation upon request

Employee Signature

Date

Original to Employee Personnel file

For HR Use Only

Beginning Balance: _____

Contribution: _____

Ending Balance: _____

Recorded By: _____

Date: _____