



# YUBA CITY UNIFIED SCHOOL DISTRICT

750 Palora Avenue Yuba City, California 95991 (530) 822-5200 Fax: (530) 671-2454

April 13, 2020

YCUSD District Staff,

We hope this message finds you and your loved ones safe and healthy. You will be contacted by your supervisor in the next two days to discuss your current work status. The purpose of this email is to provide you with an update regarding new leaves related to COVID-19 and helpful information for the coming days.

## Superintendent

Doreen Osumi

## Governing Board

Mary Buttacavoli

Sean Fetters

Brett Hancock

Julie Ann Jackson

Greg Quilty

Lonetta Riley

Sarbjit Takhar

## NEW LEAVE OPTIONS

The Federal Government has provided new leave options for those who are unable to work due to the impacts of COVID-19 - the Families First Coronavirus Response Act (FFCRA) also known as HR 6201. As a result, there are now two (2) new types of leaves, Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA). These leaves provide support for ill individuals, individuals caring for impacted family members who are ill, and individuals who are providing care to their children due to the impact of school or childcare provider closures. [US Department of Labor: Employee Rights - Families First Coronavirus Response Act \(FFCRA\)](#) and the [District Summary: Families First Coronavirus Response Act](#) provide a comprehensive overview of the leaves of absence now available to individuals meeting one or more of the six (6) qualifying reasons for these added leaves.

If your ability to work is negatively impacted by the current public health emergency, then you should immediately review the referenced information. Otherwise, please keep this information available in the event you are impacted in the future.

## HOW DO I KNOW IF I NEED TO TAKE LEAVE DURING SCHOOL CLOSURE?

All District Staff, starting April 14, will be designated by their supervisors in one of four (4) work status categories:

### WORK STATUS CATEGORIES

1. **Work remotely** - as designated by the supervisor;
2. **Work on site** completing regular tasks - as designated by the supervisor;
3. **Work in an “on call”\* status - immediately able to report to work** - as designated by the supervisor; or,
4. **On an approved leave of absence** (individuals on leave must have proper documentation filed with Human Resources).

### Notes:

- \**“On Call” refers to being able to immediately report to work within a reasonable amount of advance notice.*

[\*\*www.ycusd.org\*\*](http://www.ycusd.org)

If you are unable to work, either in work status (1) remotely, (2) on site, or (3) on call, then you must be in work status (4) approved leave of absence. For work status (4) you are required to report your absence in the Absence Management System and file any requested paperwork with Human Resources.

All leaves of absence provided by law and through the collective bargaining agreements are still available to you, including the newly adopted Federal Leaves options described above.

### **WHAT ARE MY NEXT STEPS?**

Step 1: You have or will have a conversation with your supervisor to discuss your current work status.

Step 2: Determine if you are either able to work, or not able to work.

#### **IF YOU ARE ABLE TO WORK**

- “Able to Work” means that you are able to either (1) work remotely, (2) work on site, or (3) work in an on-call status as designated by your supervisor.
- If you have not been given direction by your supervisor at this point, then you need to ask your supervisor about your designated work status.
- Follow the direction of your supervisor.

#### **IF YOU ARE NOT ABLE TO WORK**

If you are not able to work, during this time you must report your absence, as follows:

1. If unrelated to the public health emergency, all other leaves provided by law and the collective bargaining agreements are available to you. You must enter your absence in the Absence Management System, utilizing our existing practice.
2. If it is due to the impacts of this public health emergency, then follow these easy steps:
  - **When you are contacted by your supervisor in the next two days, alert your supervisor** that you are unable to work because of the impacts of COVID-19.
  - **Go to the following link** for the **[COVID-19 Leave of Absence Request Form](#)**.
  - **Complete the COVID-19 Leave of Absence Request Form.**
  - **Do NOT wait for a response from HR. Immediately post your leave of absence in the Absence Management System (AMS)** using the appropriate qualifying reason identified on the Absence Request Form, with the Absence Reason Code in the chart below:

# YUBA CITY UNIFIED SCHOOL DISTRICT

750 Palora Avenue Yuba City, California 95991 (530) 822-5200 Fax: (530) 671-2454

When in AMS - Select one of the new COVID-19 (C19) options as follows:

| If your qualifying reason per FFCRA: HR6201: | Then Choose the Corresponding Absence Reason Code in the AMS. | Definition  |
|--|---|---|
| 1, 2, 3, 6                                   | C19-SL  | Sick Leave under COVID-19 for <b>care for self</b>  |
| 4  | C19-PN  | Personal Necessity under COVID-19 to <b>care for another person in family</b>                   |
| 5  | C19-Childcare   | Childcare leave under COVID1- related to school or childcare closure to <b>care for a child</b> |

- While you wait for a response from the Human Resources Department:
  - Do not feel pressure to report to work if you feel you meet the qualifying reasons described in the [US Department of Labor: Employee Rights - Families First Coronavirus Response Act \(FFCRA\)](#).
  - Know that we are here to support you in this process and do not want anyone putting themselves or others at risk.
- Speak with the HR Staff Member who contacts you. Ask any questions you may have related to the new COVID-19 Leaves.

## WHAT OTHER RESOURCES ARE AVAILABLE?

COVID-19 Related Resources include:

- The [US Department of Labor: Employee Rights - Families First Coronavirus Response Act \(FFCRA\)](#).
- The [District Summary: Families First Coronavirus Response Act](#).

Other Related Information:

- Please be aware that any leaves of absences between March 17 and April 10, will not result in a withdrawal from any of your leave accruals.
- We all experience and cope with life's challenges like this public health emergency in our own unique ways. As a reminder, if you are a benefited employee, you have access to the [CVT: Employee Assistance Program OR TCSIG: Employee Assistance Program](#) page that provides various support services free of charge. If you are struggling in any way, take a look and you may find support.

For all COVID-19 Related Needs - Please contact the following HR Staff Member:

[www.ycusd.org](http://www.ycusd.org)

- **Classified Staff** - Paula Chesini, (530) 822-7632  
[pchesini@ycusd.org](mailto:pchesini@ycusd.org)
- **Certificated Staff** - Lisa Vargas, (530) 822-7634  
[lvargas@ycusd.org](mailto:lvargas@ycusd.org)
- **Administrative Staff** - Esmeralda Davis, (530) 822-7631  
[edavis@ycusd.org](mailto:edavis@ycusd.org)

Take care and we hope this information is helpful,

A handwritten signature in black ink, appearing to read "Michael Reed". The signature is fluid and cursive, with a prominent initial "M" and a long, sweeping underline.

Michael Reed  
Assistant Superintendent, Human Resources