

**EMPLOYEE LEAVE REQUEST FLOWCHART
COVID-19**

IF AN EMPLOYEE:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

EMPLOYEE CONTACTS:

LEAVE AND BENEFITS MANAGER (LBM), MARSHA GOERTZ
mgoertz@bisdtx.org or 512-772-7135

LBM reviews and designates applicable leave.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Eligibility-Employee has been employed for 30 days for EFMLA and has a qualifying reason for both EFMLA /EPSL. Click here for FFCRA Leave Request Form.

YES

LEAVE DESIGNATED

Up to 80 hours EPSL, additional 10 weeks for childcare, EFMLA

NO

FAMILY MEDICAL LEAVE ACT (FMLA)

Eligibility-Employee has been employed for a year and has a serious health condition, certified by a physician, for themselves or qualifying family member

YES

LEAVE DESIGNATED

Up to 12 weeks, unpaid leave if employee has exhausted all paid leave

NO

TEMPORARY DISABILITY LEAVE (TDL)

Eligibility-Available for SBEC Certified employees only. Runs concurrent with district paid leave and FMLA. Must be certified by a doctor, for employee's illness only

YES

LEAVE DESIGNATED

Up to 180 days, unpaid leave if employee has exhausted all paid leave

NO

NO OTHER LEAVE OPTIONS-

Employee must return to their work assignment. If an employee is unable to return after exhausting all available leave options, separation from the district may occur.