

DIRECTED QUARANTINE LEAVE REQUEST FORM

As of January 4, 2021, the District is offering up to 10 (ten) days of Directed Quarantine Leave (at regular pay) to eligible employees who have tested positive for COVID-19 or have been ordered to quarantine following a COVID-19 exposure. Eligible employees are employees who have been directed by the District through PDPH to quarantine due to their possible exposure to COVID-19 while at a School District worksite or conducting School District business OR because they receive a positive test that requires them to self-isolate. The Directed Quarantine Leave will be available to eligible employees until June 14, 2021.

*You are not eligible for Directed Quarantine Leave if you exhausted FFCRA (COVID-19) sick or family sick days.

NAME: _____ EMPLOYEE ID#: _____

JOB TITLE: _____ WORK LOCATION: _____

I am requesting paid Directed Quarantine Leave. I will not be able to work in-person or remotely from _____, 2021 to _____, 2021

I am subject to a Philadelphia Department of Public Health quarantine/isolation order during this period because:

____ I am waiting for my test result after possible exposure to COVID-19 while working at a School District of Philadelphia worksite/conducting School District of Philadelphia business.

____ I have received a positive COVID-19 test result and am unable to work (in person or remotely) during the isolation period.

I understand that the Directed Quarantine Leave is not considered retirement eligible and will not count for service credit with the Pennsylvania Public School Employees' Retirement System (PSERS). This may impact my final pension earnings and impact my service credit as it relates to vesting and service credit.

Employee's initials

By signing below, you are certifying the above information is correct and that you are unable to work or work remotely during this leave period. Employee Health Services will contact you regarding the approval of your leave request and any additional information needed. Please contact Employee Health Services if you need additional time.

EMPLOYEE SIGNATURE

DATE