

## COVID-19 Leave Information for the 2022-2023 School Year

COVID-19 leave will be granted from July 1, 2022–June 30, 2023

COVID-19 leave will be submitted and approved at the work location. If approved, the timekeeper will post the leave for the current pay period.

Employees are required to submit [MCPS Form 430-1C, Request for COVID Sick Leave](#) with a copy of their positive test results. This must be either a photograph of the positive rapid home test, written documentation of a rapid antigen or PCR test result, or a letter from the doctor.

Employees will be granted seven days of COVID-19 leave if the employee or a family member test positive for COVID-19.

Family members are defined as a spouse, child, parent, adult child incapable of self-care, sibling, or anyone who regularly lives in the employee's household, for whom the employee has a durable medical or personal representative power of attorney, or who raised the employee in lieu of a parent.

Employees whose leave is for less than 10 days will not need to submit a Return to Work Evaluation form.

If an employee tests positive for COVID-19 after exhausting the seven days of COVID-19 leave, the employee may request up to five additional days of COVID-19 leave, provided the employee submits a positive PCR test. The additional five days of leave may be used for the employee only and not for family members.

COVID-19 leave is not approved for vaccination appointments or while awaiting test results.

COVID-19 leave may be applied retroactively to COVID-19 absences that occurred between July 1, 2022, and October 24, 2022, as documented through email or text communications between the employee and the supervisor at the time of the absence, along with [the leave form](#). The Employee and Retiree Service Center (ERSC) will accept PACS corrections from timekeepers for any leave approved to cover illness due to COVID-19 that occurred between July 1, 2022, and October 24, 2022, or until its system can be updated to allow for COVID-19 leave posting. Timekeepers: Please include **COVID-19 FY23 Retro PACS** in the subject line to help ensure a reasonable processing time.

### Posting Instructions (*coming soon*)

Payroll pay codes are as follows:

- The seven days of COVID-19 leave will be posted as VID.
- The five additional days of COVID-19 leave will be posted as PCR.

## **Substitute Teachers and Temporary Employees**

Long-term substitutes and temporary employees in the Permanent Substitute Pilot Program will receive seven days of COVID-19 leave, based on their FTE as of October 21, 2022 (the date the Memorandum of Understanding was signed). Moving from one long-term substitute position to another will not change the COVID-19 leave balance; e.g., a long-term substitute who later moves to a long-term substitute position at a higher FTE will not receive additional COVID-19 leave.

[MCPS Form 430-1C, Request for COVID Sick Leave](#) and the COVID-19 test results will need to be submitted to the Employee and Retiree Service Center for approval.

Short-term substitutes and temporary part-time employees are not eligible for COVID-19 leave.