

Leon County Schools is providing up to 10 days (80 hours) of paid administrative leave to leave-eligible employees related to COVID-19 aka Coronavirus. Beginning **July 1, 2021** and ending **June 30, 2022**, you may be eligible for this leave if you are **unable to work**, and have the following reasons:

- You have been directed by the COVID Czar to get tested and are waiting for test results
- You are experiencing COVID-19 symptoms and are waiting for test results
- You have tested positive for COVID-19

To request this leave, complete the COVID Administrative Leave Request form as well as supporting documentation **within 30 calendar days of the return to work date** and email them to COVIDLeave@leonschools.net for approval. Forms and documentation received later than 30 calendar days of the return to work date will not be considered for COVID leave.

All employees must use their own leave if they are absent from work. Once the COVID leave request is submitted and approved, the employee's personal leave will be removed from Skyward and COVID leave will be entered.

Employees quarantined from July 1st – August 25th will have 30 calendar days from August 25th to submit the form and supporting documentation. If approved, personal leave requests will be removed from Skyward and COVID leave will be granted.