



## **Certificated Staff Use of Sick and Personal Leave During Distance Learning**

During remote learning, if a teacher is unable to do synchronous instruction as required for Distance Learning due to illness (non-long-term leave) or personal leave, the teacher will do the following:

### **Sick Leave: 1-2 days of illness**

1. Put in hourly increments for the amount of time the teacher is unable to do synchronous instruction and be available for student questions/support into Absence Management.
2. Inform building principal that they are sick by their official reporting time or earlier.
3. Post all asynchronous assignments onto their Canvas Landing Page before school starts.
4. Inform students through their Canvas Landing Page that there will not be synchronous learning that day. This needs to be done before school starts.
5. Upon return, update attendance based on student access to asynchronous materials.

### **Sick Leave: Three (3+) or more days of illness**

1. Put in a full-day of absence for each day you are unable to do synchronous instruction for students and are not available to respond to student questions during the instructional day into Absence Management.
2. Inform the building principal that you are sick by your official reporting time or earlier.
3. If illness lasts 3+ days, the teacher should have a discussion with their principal to determine if a substitute is needed should they need to remain out on sick leave. If principal determines substitute is needed, please contact Rudi Bersani.
4. Post video of any direct instruction on their Canvas Landing Page before school starts.
5. Post asynchronous assignments onto your Canvas Landing Page before school starts.
6. Inform students through their Canvas Landing Page that there will not be synchronous learning that day before school starts.
7. Upon return, update attendance based on student access to video/asynchronous materials.

### **Personal Leave:**

1. Complete personal leave form - requires supervisors/principal prior approval.
2. Enter leave day(s) into Absence Management, enter 4 hours for a half-day of leave, and 8 hours for a full day of personal leave.
3. If personal leave is longer than three (3) days, the teacher should have a discussion with their principal to determine if a substitute is needed.
4. Post video of any direct instruction on their Canvas Landing Page before school starts on day of planned leave.
5. Post asynchronous assignments onto your Canvas Landing Page before school starts on day of planned leave.
6. Inform students through their Canvas Landing Page that there will not be synchronous learning that day(s) before school starts.
7. Upon return, update attendance based on student access to video/asynchronous materials.