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Superintendent



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TO: Gadsden ISD Employees
FROM: Travis Dempsey, Superintendent
DATE: February 26, 2021
RE: Gadsden ISD COVID-19 Leave

As you may know, the paid federal COVID-19 related leave that was available under the Families First Coronavirus Relief Act, unfortunately expired on December 31, 2020. However, we recognize that employees' on-going need for COVID-19 related leave continues to be a concern and a priority.

Therefore, in order to provide continued support to our employees during these uncertain times, effective February 26, 2021, Gadsden ISD is implementing a local form of COVID-19 related leave, under the parameters set out below. This leave will be at the District's full discretion and is not part of any benefit package or bargained for agreement. The COVID leave program may be discontinued at the district's discretion at any time, but will expire on June 30, 2021, unless you are notified otherwise.

The Gadsden ISD Local COVID-19 Leave Program will:

- Provide up to 10 workdays of COVID-19 related paid leave for all GISD employees (full-time, part-time or substitute) who must quarantine due to workplace exposure, but who are not able to work remotely.
 - Workplace exposure is a work-related contact with a lab confirmed COVID-19 positive individual that occurred during the workday while performing Gadsden ISD job duties.
 - To be eligible, the impacted employee must have followed established COVID-19 safe protocol and guidelines, including social distancing, mask wearing, and eating separately from co-workers.
 - Leave available to part-time and substitute employees who work fewer than full-time hours will be calculated based on a six-month average using the period immediately before the leave begins (or the period of employment if the employee has worked for GISD less than six months)
 - Eligible employees will be provided Gadsden ISD COVID-19 related leave Program only if they participate in NMPED mandated surveillance testing and obtain a COVID-19 test upon the request of the GISD Nursing Department to determine the employee's COVID-19 status.
- Be available to employees who are experiencing COVID related symptoms and are actively seeking a medical diagnosis, if it is determined that the exposure was a workplace exposure.
- NOT be available for employees who are able to work remotely or who must quarantine due to reasons other than workplace exposure to COVID-19.

Where an employee require leave due to reasons other than those above, the employee should work with their immediate supervisor and Human Resources to determine the employee's eligibility for Sick Leave, Annual Leave, Leave of Absence (LOA), Leave without Pay (LWOP) or Standard FMLA. The staff of Human Resources will be able to answer questions and review all options with the employee.