

Return to School Accommodation and Leave Requests

With respect to school restarting on Tuesday, September 8, 2020, we understand that staff may need to request leave or other accommodations because they are unable to fulfill the duties and work expectations of their positions.

This document addresses:

- Accommodation Requests
- Leave Requests
- Separation of Employment
- Outstanding Contracts
- Important Dates
- Division Information

First, employees should speak with their supervisor to gain an understanding of their individual work expectations for Stage 2 (first quarter concludes November 6th). Once this is known, employees who are unable to fulfill their assigned duties should discuss options for telework, alternate assignments, or other possible accommodations with their supervisors.

You do not need to request accommodations if you are able to perform your job as directed by your supervisor. If you submit a telework request to your supervisor and your supervisor is able to accommodate this, you do not need to do anything further.

Please do not request accommodations until the work environment for each Stage and quarter has been determined and you know *if*, and then *how* your job will be impacted.

Accommodation requests will be evaluated each quarter based on the Stage decisions determined by the School Board as the ability to accommodate requests may change over the course of the school year. The School Board will announce plans several weeks in advance of each quarter. Employees may need to submit different accommodation requests to their supervisor depending on the Stage and/or quarter.

Accommodation Requests

When a request cannot be not easily accommodated by the supervisor, an employee may wish to begin the more formal accommodation request process through the Americans With Disabilities Act (ADA).

- ADA Accommodations:

By law, employers must provide reasonable accommodations that *enable an employee to perform the essential functions of their position*. If you need an accommodation for your own medical condition, please complete this [form](#) with your medical provider and send it to your Human Resources Generalist:

Elementary/Secondary/Instructional Support Staff: Jennifer Weller Kim – jkim@albemarle.org

Support Services Staff: Davra Miller – dmiller@albemarle.org

Accommodation requests for other reasons should be first directed to your supervisor. After discussing your situation, if you or your supervisor have further questions, please consult your Human Resources Generalist.

Leave Requests

Qualifying employees who are unable to work may request different types of leave depending on their situations.

- [Emergency Paid Sick Leave](#) or [Emergency Paid Sick Leave – Child Care](#): This is temporary paid leave for up to two (2) weeks for a qualifying reason. Directions for submission are on each form.
- Expanded Family and Medical Leave (EFML): This is paid leave for up to ten (10) weeks beyond the Emergency Paid Sick Leave (EPSL) for the care of a child whose school, care center, or care provider is closed or unavailable due to COVID-19. (See EPSL links above.)
- Family Medical Leave: For non-COVID-related FML, please refer to the regular information on the County's Benefits [website](#).
- Unpaid Leave of Absence (LOA): During an unpaid LOA, an employee becomes an inactive employee and all benefits are frozen. Employees may continue their existing health and dental coverage by paying the full cost (employee + employer cost) through COBRA. Employees must have completed six (6) months of continuous employment in a benefits-eligible position prior to the commencement of the LOA. A position will be held for the employee in accordance with policies [GCC](#), Leave Program, [GCPA](#), Reduction in Licensed Staff, and [GCPAA](#), Classified Employee Reduction in Force. Employees may not work while on a LOA without the permission of the Superintendent/designee in accordance with School Board Policy [GCQA](#).

Licensed staff may request one-year LOAs for the 20/21 SY. Classified staff may request an LOA for the duration of each quarter. Due dates for requests are within five (5) business days of the School Board's decision for each quarter. The due date to submit your request in writing to your supervisor, stating the reason and the time period for the absence for the first quarter (Stage 2) is **5pm, Thursday, August 6th**.

If staff who request LOAs qualify for EPSL and/or EFML, they may utilize their paid federal leave prior to taking a division-approved unpaid LOA.

Please email benefits@albemarle.org if you have questions regarding leave benefits.

Separation of Employment

Employees who feel they are unable to return to work, may submit resignation/retirement notices in writing to their supervisors. Licensed staff notices are due as soon as possible, but no later than **5pm, Thursday, August 6th**. Classified employee notices are due two (2) weeks prior to their return to work dates.

Outstanding Contracts

We understand that staff may have been apprehensive about signing contracts without knowing how the school year would begin. Now that plans have been shared, if you were holding your contract but are now planning on returning, please make sure you sign, date, and return it to Human Resources via acpscontracts@albemarle.org.

Licensed employees who have not returned their contracts by **5pm, Tuesday, August 4th**, will have their names sent to the School Board for termination of employment. One last reminder notice will be sent to staff with past due contracts from Dr. Clare Keiser.

Important Dates

Date	Event
August 4, 2020	Contracts Due
August 6, 2020	Licensed Resignations/Retirements Due
August 6, 2020	Licensed/Classified LOA Requests Due
Within 2 Weeks of Return to Work Date	Classified Resignations/Retirements Due
October 8, 2020 (LOA requests due October 15)	School Board Decides 2nd Quarter Stage
November 6, 2020	1st Quarter Ends
December 10, 2020 (LOA requests due December 17)	School Board Decides 3rd Quarter Stage
March 1, 2021	LOA Intent to Return Notices Due
March 11, 2021 (LOA requests due March 18)	School Board Decides 4th Quarter Stage

Division Information

[Return to School Website](#)

[COVID-19 Resources](#)