

ANOKA-HENNEPIN
SCHOOLS
A future without limit

INSTRUCTIONS:

This form should only be completed if you have not been approved to work from home.

To request a leave under the Anoka Hennepin ISD-11 Covid Pay Extension

- You must complete the leave of absence form.
- Read the entire form.
- Complete this form and submit it to your Principal/Supervisor when you have a confirmed return date to work.
- You will receive an email back once your leave request has been approved or denied.
 - * The district may need to ask for additional information

Generally, the district will provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or federal minimum wage; paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Please return this form promptly to:

Employee Services Department
Karen Black (763)-506-1090
karen.black@ahschools.us

Anoka Hennepin ISD-11 Covid Pay Extension

Submit the completed form to your Principal/Supervisor **after** you have a confirmed return to work date

Name:	Employee #:	Phone:
Position: Hours per day or FTE:	Leave Start Date: Last Date of Leave: Return to Work Date:	Employee Building Location: Principal/Supervisor:

I wish to use Emergency Paid Sick Leave under the Anoka Hennepin ISD-11 Covid Pay Extension following eligibility:

- 1. Employee is subject to quarantine by federal/state/local quarantine or isolation order
- 2. Employee was advised to self-quarantine by health care provider
- 3. Employee has been diagnosed with COVID-19 or are seeking diagnosis because employee is experiencing symptoms of COVID-19

Documentation is not required when your absence has been reported to your building or nurse.

Employee Signature: _____ **Date:** _____

This leave is covered by federal or state law or by the negotiated contract and does not require Board approval.

Submit to your Principal/Supervisor.

The building will submit the application directly to Employee Services.

For Principal/Supervisor Approval:

- Yes No Was the absence traced to student contact by the school nurse?
- Yes No Was principal approval given to the employee to work remotely?

Verify the dates above for accuracy.

Supervisor Initial: _____ Date: _____ Approved Denied