



Dr. Juliette Pennyman, Superintendent of Schools

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Colleagues:

In anticipation of your questions regarding COVID leave this school year, we wanted to share the following information with you.

Paid COVID sick leave is still available in New York State. All employees are entitled to up to three rounds of paid COVID leave. (Language and links to the guidance are listed below.)

As you will see, COVID sick leave rules still include a requirement for “a mandatory or precautionary order of quarantine or isolation issued by the state of New York, the Department of Health, local board of health, or any governmental entity duly authorized to issue such order due to COVID-19”. Such orders are not available at this time. So, as recommended by the State, we will now follow the CDC guidelines last updated March 21, 2023.

In order to be eligible for paid COVID leave, you must:

1. Submit documentation of a confirmed positive COVID test from a licensed medical provider or testing facility to the HR Clerk (Missy Noblin).
2. Isolate for 5 days from the onset of symptoms if you are symptomatic or 5 days after the initial test if you have no symptoms.
3. Wear a mask for 5 days after isolation ends.

Employees who are requesting the use of paid COVID leave must attest that they in fact have COVID and must submit their attestation and health care provider/lab results an email directed to Missy Noblin, [Noblinm@hudsoncsd.org](mailto:Noblinm@hudsoncsd.org) or drop it off to the Student Services Office when they return to work.

**Items to note:**

- Since the PCR testing supplies we have are about to expire and the free COVID antigen home tests are no longer available to the District, we will not be providing any COVID testing/test kits this year unless something changes at the NY State level.
- The maximum number of paid COVID leaves is 3, going back to 2020. Employees who are still eligible for COVID Leave (those who have not used their three since the pandemic began) will be given up to 5 days. For employees who have previously accessed COVID leave, they will have to provide a positive lab test result from either their Primary Care Physician (PCP), or other medical lab test to use a second and third COVID paid leave.
- If an employee does not test, is not feeling well, and is absent from work, they will have to use their accrued sick leave and manage their health accordingly.
- See CDC guidelines for details (link below).
- Last, anyone found to have misrepresented their status or who submits false information will be subject to discipline.

The guidance from the CDC is here: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>  
Isolation and Precautions for People with COVID-19 | CDC

The previous DOL guidance on this is still true that an employee can only use this leave on 3 separate occasions. A link to the FAQ is here <https://paidfamilyleave.ny.gov/new-york-paid-family-leave-covid-19-faqs>.