



# Mineral County School District

751 A. Street, P. O. Box 1540, Hawthorne, Nevada 89415

Phone (775) 945-2403 Fax (775) 945-3709

Karen Watson, Superintendent

## Board of Trustees:

Keith Neville -President;

Kathryn Castagnola-Clerk; Shyler Hagen

Candice Birchum – Vice President; Tyler Viani

## Emergency Paid Sick Leave Application Form

Employee Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA) may be requested for a time period between April 1, 2020 and December 31, 2020. This leave will not be deducted from your accrued sick leave bank.

Health care providers and emergency responders may not be eligible for use of emergency paid sick leave. Each health care provider's and emergency responder's eligibility will be individually assessed.

Employees are required to provide as much notice of need for leave as practicable.

Full-time employees will be eligible for a **total** of 80 hours emergency paid sick leave regardless of how long they have worked for the **employer**. Part-time employees will receive ESPL based on the average of hours worked over a two-week period.

Employee Eligibility (please check one):

- 1. You are subject to a Federal, State or local isolation or quarantine order related to COVID-19 (capped at \$511 day/\$5,110 total)
- 2. You have been advised by a health care provider to self-quarantine due to COVID-19 concerns (capped at \$511 day/\$5,110 total)
- 3. You are experiencing symptoms of COVID-19 and seeking medical diagnosis (capped at \$511 day/\$5,110 total)
- 4. You are caring for an individual who is subject to an order of isolation or self-quarantine (2/3 salary, capped at \$200 day/\$2,000 total)
- 5. You are caring for a son or daughter if school or place of care is closed or childcare provider is not available due to COVID-19 precautions (2/3 salary, capped at \$200 day/\$2,000 total)
- 6. You are experiencing other substantially similar conditions specified by HHS (2/3 salary, capped at \$200 day/\$2,000 total)

If you marked box 4, 5 or 6 your salary will be paid at 2/3 your regular rate of pay. You may use accrued sick leave to make up to make up the difference between the 2/3 salary provided under the EPSLA and this provision and your full salary; however, you are not required to do so.

- I elect to use my accumulated sick leave to make up the additional 1/3 salary if I fall under the 2/3 salary limitation above.
- I do not elect to use my accumulated sick leave to make up the additional 1/3 salary if I fall under the 2/3 salary limitation above.

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*The **vision** of the Mineral County School District is to become the best system where graduates can be competitive for any degree or job they pursue. The Mineral County Board of Trustees **believes** in being united in working for the best education possible for our children. The District **believes** it is important to instill in our children a pride in our District and the education they receive here; and to prepare our students to compete in today's society.*



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Dates I am requesting emergency paid sick leave be applied:

From \_\_\_\_\_ To \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Department Head Acknowledgement: \_\_\_\_\_

HR Approval of FFCRA Requirement Met: \_\_\_\_\_

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