



Emergency Paid Leave Information

Ann Jerkins Harris Academy of Excellence (AJHAE) is committed to supporting employees during qualifying public health emergencies and other legally recognized emergency situations.

The school may provide eligible employees with emergency paid leave benefits in accordance with applicable federal and state laws, Board-approved policies, and operational procedures.

Eligibility

Eligibility for emergency paid leave is determined based on:

- Applicable federal or state law;
- Employment status;
- Qualifying circumstances;
- Required documentation.

Eligibility requirements may vary depending on the specific emergency leave program or legal requirements in effect at the time.

Qualifying Reasons for Leave

Employees may qualify for emergency paid leave for reasons including, but not limited to:

- Government-issued quarantine or isolation orders;
- Medical advice to self-quarantine;
- Personal illness related to a qualifying public health emergency;
- Caring for an individual subject to quarantine;
- Childcare or school closure related to emergency conditions;
- Other qualifying emergency-related circumstances recognized by applicable law.

Leave Requests & Documentation

Employees requesting emergency paid leave may be required to provide:

- Notice to administration as soon as practical;
- Medical or quarantine documentation;
- Childcare or school closure verification;
- Additional supporting information when required.

All leave requests are subject to administrative review and approval.

Compensation During Leave

Emergency paid leave compensation, if applicable, will be administered in accordance with:

- Federal and state requirements;
- Applicable compensation limits;
- School policies and procedures.

The school reserves the right to apply all legally permitted caps, limitations, and documentation requirements.

Telework & Remote Work

When appropriate and operationally feasible, employees may be permitted or required to work remotely instead of utilizing emergency leave.

Remote work arrangements are subject to administrative approval.

Non-Retaliation

AJHAE prohibits retaliation against employees who request or utilize qualifying leave protections in accordance with applicable law.

Additional Information

Emergency leave requirements and protections may change based on federal or state law.

AJHAE reserves the right to revise procedures, eligibility requirements, and leave administration practices as necessary to remain compliant with current legal requirements.