




# NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive  
No.  
5.8

**SECTION:** EMPLOYEES  
**TITLE:** EMPLOYEE LEAVE AND COVID-19 VACCINE  
**DATE:** JANUARY 2021  
**SUPERINTENDENT APPROVAL:** 

## 1. OVERVIEW

- 1.1. During much of 2020, the COVID-19 pandemic resulted in numerous infected and uninfected employees being excluded from schools and other district buildings by order of state and local health departments. Under the Families First Coronavirus Response Act (FFCRA), the District offered emergency paid sick leave and emergency family medical leave to these employees. The leave provided under the FFCRA expired December 31, 2020.
- 1.2. In December 2020, the FDA approved under Emergency Use Authorization (EUA) two vaccines for SARS CoV-2. The vaccines may be available to District employees in early 2021. Employees may choose whether to receive the vaccine.
- 1.3. Under Nebo School District Policy GBHC, *Employee Immunizations*, an employee excluded by the health department who has not provided proof of vaccination will be placed on unpaid administrative leave during the period of exclusion.

## 2. DIRECTIVE

- 2.1. As authorized by paragraph 3.1.4 of Policy GBHC, this Administrative Directive makes an exception to the unpaid leave requirement for the COVID-19 vaccine.
- 2.2. All benefited employees, as defined in the applicable employee handbook and individual employee hiring authorization documents, whether they have received the COVID-19 vaccine or not, may use accrued personal leave, paid time off (PTO), or short-term sick leave during a period of exclusion or quarantine for exposure to COVID-19.
- 2.3. As provided in the Classified Employee Handbook, non-benefited employees receive no paid leave benefits. Non-benefited employees who are excluded based on exposure to COVID-19 may, whether they have received the COVID-19 vaccine or not, use unpaid time off, as provided in the Classified Employee Handbook, during the period of exclusion or quarantine.