



# Charter School for Applied Technologies

www.csat-k12.org

## COVID -19 Health and Safety Protocols

(STAFF)

### COVID-19 Paid Sick Leave Law

This law provides job protection and paid leave for New York employees who are unable to work while subject to a COVID-19 precautionary or mandatory order of quarantine for themselves or their child. Please consult Human Resources for a full description of benefits related to Paid Family Leave. For more information on the legislation, visit [ny.gov/COVIDpaysickleave](https://ny.gov/COVIDpaysickleave).

To obtain medical documentation of a precautionary or mandatory order of quarantine or isolation due to COVID-19 you must consult with the Erie County Department of Health (ECDOH) or your healthcare provider.

- *Quarantine* restricts and separates individuals who are suspected of being exposed to another person who is positive for COVID-19. ECDOH working in conjunction with healthcare providers or NYS Dept. of Health can quarantine an individual. Individuals mandated to quarantine will be communicated with via the ECDOH Contact Tracing program.
- *Isolation* separates infected individuals from people who are not sick.

Employees sent home on a precautionary quarantine are entitled to job protection, COVID-19 sick leave and/or paid benefits through your Paid Family Leave.

#### Elementary School // K-5

2303 Kenmore Avenue  
Buffalo, New York 14207  
(716) 876-7505

#### Middle School // 6-8

24 Shoshone Street  
Buffalo, New York 14214  
(716) 710-3065

#### High School // 9-12

2245 Kenmore Avenue  
Buffalo, New York 14207  
(716) 871-7400

#### Family Support Center

317 Vulcan Street  
Buffalo, New York 14207  
(716) 871-7400

Charter School for Applied Technologies  
**COVID-19 – Employee Leave Options**

**NYS Paid Family  
 Leave (PFL)**

	<b>NYS PFL Leave</b>	<b>NYS COVID Sick Leave<sup>4</sup></b>	<b>FMLA</b>
Paid Leave	For dependent child under isolation order	For employee’s isolation - Yes	No
Paid By	NYS PFL carrier	CSAT	N / A
% of Salary	67%	100%	N / A
Duration <sup>1</sup>	For the duration of the isolation	Up to 14 days	Up to 12 weeks
Rate of Pay	67% of employees ave weekly earnings. CSAT does not pay this comes from ins carrier forms must be completed and submitted to carrier.	Employee’s current daily rate	N / A
Job Protection	Yes	Yes	Yes
Health Insurance <sup>2</sup>	Continued	Continued	Continued
Eligibility	<ul style="list-style-type: none"> <li>• Full-time employees: 20+hrs/week after 26 consecutive weeks of employ.</li> <li>• Part-time employees: less than 20hrs/wk eligible after 175 days.</li> <li>• Isolation order by medical professional or DOH</li> </ul>	<ul style="list-style-type: none"> <li>• Isolation Order (as directed by NYS DOH or Health Care Provider)<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Employed with CSAT for at least 1280 hours or 12 months</li> <li>• Physician deemed medically certifying issues (EE or dependent)</li> </ul>
Required Documentation	Physician’s note and COVID-19 test result	Laboratory or pharmaceutical Antigen/PCR result	Completed and submitted WH 380 E or F
Other			Duration aligns with other qualifying PFL leave

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## COVID-19 – Employee Leave Options

<sup>1</sup> noted leave is in addition to accrued PTO

<sup>2</sup> the Employee is responsible for their portion of the premium

<sup>3</sup> includes caring for oneself or other dependent

<sup>4</sup> choice of – only one option available to eligible employees

### **Please note –**

- Paid Sick Leave will not carry over from one school year to the next / Any absence exceeding 3 days requires a Doctor's note
- Employees are not entitled to reimbursement for unused leave upon termination or separation from employment
- Telework activities are not eligible for the above benefits
- Any absence exceeding 3 days requires a Doctor's note