



MEMORANDUM

To: All Birdville ISD Employees
Date: March 30, 2020
Subject: Employee Leaves and Absences During Modified Operations

As you know, the District announced school closure on March 16, 2020 in light of the continued threat posed by COVID-19. Given the likelihood of a long-term, modified operation of District facilities, Birdville ISD will continue providing many of its educational and student support services in a modified format, including:

- The provision of meals to students eligible for free and reduced lunch;
- Delivery of a virtual learning program;
- Regular maintenance of facilities and grounds.

During this period of modified operations, many District employees will continue to perform their duties and responsibilities either from home or on site, while others will remain on standby during regular work hours. The Board has approved payment of regular wages to all employees who work during this period, or who are not permitted to work due to the modified operation of school facilities. All employees who are ready, willing and able to work shall receive their regular pay and benefits.

1. Employees Required to Report to Work at District Facilities

Employees whose position requires the employee to report to a District facility during this time will be subject to all normal leave policies and procedures. Any employee who is unable to report to work as required must comply with their normal absence reporting procedure. An employee who is absent from duty will be charged leave time and may have his or her pay docked for absences exceeding available leave time. If an employee is not available to work during their assigned hours, they must notify their supervisor and request leave as required by district procedures. This includes but is not limited to medical appointments, vacation, and personal leave.

2. Employees Required to Work from Home

Employees who are required to work from home during this time will be expected to perform the duties and responsibilities as detailed by their supervisor(s). If an employee is unable to perform assigned duties, the normal leave policies and procedures shall apply. The employee will be charged leave time and may have his or her pay docked for any absences exceeding available leave time. If an employee is not available to work during their assigned hours, they must notify their supervisor and request leave as required by District procedures. This includes, but is not limited to, medical appointments, vacation, and personal leave.

3. Employees on Standby

Any employee who is not required to report to work at a District facility or perform assigned duties at home shall be on standby during all normal working hours. Employees on standby must be ready, willing, and able to perform assigned duties remotely or at District facilities if called upon. Supervisors may periodically check in with standby employees to ensure availability and assign projects and other tasks on an as-needed basis.

4. Employees on Medical Leave or Temporary Disability Prior to Closure

Any employee who was on medical/temporary disability leave prior to the closure will remain on medical leave during this period of modified operations unless the employee requests to be removed from medical/temporary disability leave and provides sufficient information or evidence showing that s/he can perform the assigned duties and responsibilities. Employees who remain on leave will be required to use available leave days in order to be compensated. Employees who do not have leave days available to them will be docked.

5. Employees Requiring Medical Leave Due to COVID-19

Beginning on April 2, 2020, employees may be eligible for paid/unpaid Emergency Family & Medical Leave or Emergency Paid Sick Leave if the employee is unable to report to work or work remotely due to a qualifying reason related to COVID-19 (including employee's own illness or quarantine, illness or quarantine of a child or other individual under the employee's care). Please contact Human Resources with any questions regarding available leave options.

We thank all employees for being flexible during these uncertain times and for your continued dedication to the students of Birdville ISD. If you have any questions regarding this information, please contact the Human Resources Department at hr@birdvilleschools.net.