

August 28, 2020

Good morning,

We hope the summer is going well for you, and you have had the chance to take advantage of this beautiful weather and have been able to enjoy as many summer activities as possible!

The re-opening of our schools and employees returning to work, is just around the corner! We want to take an opportunity to share some information regarding potential leaves, while at the same time request some information from you.

The CVSU Business Office needs to consider how to handle leave requests that may arise for returning employees during the COVID Pandemic. This means, as employees are returning to work and navigating potential leaves, they may need to access the established federal and state leaves.

This includes:

- Paid leave under the [Families First Coronavirus Response Act \(FFCRA\)](#).
- Job protected leave under the [Family Medical Leave Act \(FMLA\)](#) or [VT Parental and Family Leave Law \(VPFL\)](#) for those who qualify.
- Available and appropriate paid leaves under contract.
- Unpaid leave or other accommodation under the [Americans with Disabilities Act as Amended \(ADAA\)](#) for those who qualify.
- Vermont's sick leave statute may provide paid time off after FFCRA paid time off has been exhausted.
- Unpaid leave of absence for a specific duration.

We are asking you (staff) to provide us answers to these two questions:

- 1) If you believe you have a medical condition(s) that may qualify for one or more of the leaves noted above; please notify Chris and / or Heidi immediately. We will help you navigate through the process. A doctor's note stating the specific condition will be necessary to begin the process to access leaves.
- 2) Assuming you do have a qualifying medical issue, are you able and willing to work/teach from home/remotely? If you are willing and able to work form home; please let Chris and Heidi know that too immediately.

What if an employee indicates they cannot return to work because they feel anxious?

* Feeling anxious does NOT qualify an employee to take leave. If an employee indicates they cannot return because they are anxious, we encourage you to reach out to Invest EAP, where you can seek assistance from qualified mental health counselors.

Please do not hesitate to reach out to Chris and/or Heidi if you have any questions, we are here to support you the best we can thru these uncharted waters.

Respectfully,

Chris Locarno

Heidi Trombly