

COVID -19 Q and A's

What type of leave should I take?

The descriptions of the different types of leaves and eligibility of each can be found on the Somerset Public Schools - Home website under coronavirus. (www.somersetschools.org)

How do I notify the school department of my intent to take a leave?

If you plan to take a leave, you would need to submit a completed application form to the HR department at Central office. Forms can be found on the Somerset Public Schools – Home website (www.somersetschools.org) under Departments/Human Resources/ Request for Leave forms.

What if I plan to take a leave of absence as described under my employee contract?

Please send a note of your intent by email or letter to the Superintendent (cc: your Principal) for his approval.

How soon should I notify the school department if I wish to take a leave?

A form should be submitted as soon as possible.

Are my health benefits covered under the FFCRA leave?

Yes, they are.

What does my Doctor's note need to say?

It would need to verify that you have a disability. (But not the diagnosis)

It would need to state how the limitations of your disability impair your ability to perform the duties of your job, and whether the limitations are temporary or permanent.

What is the Doctor's specific reasonable accommodation?

If the Doctor's note say I am at high risk of catching COVID-19, would that be sufficient?

No, more detail is needed explaining how your disability impairs your ability to perform the duties of your job.

If I am out on an approved leave, can I return to work and stop the leave?

You can return to work only on a mutually agreed date between the Superintendent, Principal and yourself.