



COVID-19 DISCRETIONARY PAID SICK LEAVE POLICY

Presented for Approval at the Regularly Scheduled Meeting of the YPICS Board of Directors held on February 6, 2023.

Effective: January 1, 2023

I. Purpose and Scope

In light of the expiration of California’s 2022 COVID-19 Supplemental Paid Sick Leave (“COVID-19 SPSL”) law on December 31, 2022, YPI Charter Schools (“School”) adopts this COVID-19 Discretionary Paid Sick Leave Policy (“Policy”) as an additional benefit to eligible employees who may require time off due to COVID-19 related illness (except when such illness is due to exposure in the workplace) or to care for a family member in their household who tested positive for COVID-19 or was exposed to COVID-19. The COVID-19 discretionary paid sick leave (“COVID-19 DPSL”) provided under this Policy is offered to employees as a benefit and is not mandated by law. COVID-19 DPSL is offered in addition to existing employee leaves and/or benefits available under the School’s policies or applicable law.

II. Eligibility

Regular full and part time employees are eligible for COVID-19 DPSL. An employee may be eligible for COVID-19 DPSL if the employee must:

1. Quarantine or isolate in accordance with local and/or state public health guidelines (“Public Health Guidelines”) due to a COVID-19 exposure outside of the workplace; or
2. Provide necessary care for a family member within the same household due to a COVID-19 exposure (as close contact) or infection.

Employees who have exhausted their entitlement to time off under the 2022 COVID-19 SPSL law which expired on December 31, 2022, are not entitled to paid sick leave under this policy. Employees who used a portion of their 2022 COVID-19 SPSL but did not exhaust the leave time available under that law, may be entitled to time off under this policy so long as the total amount of workdays does not exceed 10 days in the school year.

“Family member” means a child, parent, spouse, partner, grandparent, grandchild, or sibling of the employee who lives in the employee’s household.

Employees must continue to adhere to all COVID-19 related health and safety protocols regardless of whether the employee is eligible for COVID-19 DPSL.

III. Requests for Leave: Required Documentation



Employees who would like to obtain COVID-19 DPSL must submit their request in writing to their Executive Administrator or HR by submitting appropriate written documentation establishing that:

1. The employee has tested positive for COVID-19 or notification that employee was a close contact to a positive COVID-19 case; or
2. The employee's family member has tested positive for COVID-19 or was a close contact to a positive COVID-19 case and requires employee's care.

Examples of appropriate written documentation may include proof of a positive test, communication indicating an employee or family member is a close contact, etc.

IV. Use of Leave

1. Amount of COVID-19 DPSL: Employees who are eligible for COVID-19 DPSL under this Policy may use up to 10 workdays (or 80 hours) of paid leave per school year as determined by the Board of Directors. COVID-19 DPSL may be taken in minimum increments of one workday. COVID-19 DPSL days do not "accrue" nor does COVID-19 DPSL carry over year-to-year. Any unused COVID-19 DPSL will automatically expire. COVID-19 DPSL will not be paid out upon termination of employment. Part-time employees are eligible for COVID-19 DPSL on a pro rata amount based on the hours and days the employee is regularly scheduled to work.
2. Time Off: An eligible employee is able to use up to 10 workdays of COVID-19 DPSL per school year to quarantine or isolate due to COVID-19 exposure per Public Health Guidelines or provide necessary care to a family member who must quarantine or isolate per Public Health Guidelines. If an employee seeks to use COVID-19 DPSL beyond the required minimum quarantine or isolation mandates per Public Health Guidelines, the School may require an employee to take a COVID-19 test.
3. Symptomatic Employees: COVID-19 DPSL will typically be provided from the date the employee is excluded from the workplace due to COVID-19 exposure or infection. However, if an employee does not report to work because the employee has COVID-19 symptoms, the employee takes a COVID-19 test within 48 hours of symptom onset, and obtains a positive test, the employee will be eligible for COVID-19 DPSL retroactive to the date the employee did not report to work. For example, if an employee is unable to report to work on Monday due to COVID-19 related illness from an exposure unrelated to the workplace and the employee receives a positive test result on Wednesday, the employee would be eligible for COVID-19 DPSL for Monday and Tuesday. If the test is negative, the employee would not qualify for COVID-19 DPSL for those days.
4. COVID-19 DPSL is Voluntary: Use of COVID-19 DPSL is voluntary. Employees are not required to obtain leave under this Policy and may use other types of paid time off consistent with the School's policies.



V . Disclaimer

In the event that federal, state, or local laws mandate that the YPICS provide its employees with paid leave for COVID-19 related illness or exposure as described herein, this Policy will automatically terminate.

The Executive Director shall have the right to revise or terminate this Policy at any time. Upon any revision or modification of this Policy, the School will provide notice in writing.