

Appling County School System COVID-19 Leave Procedures

Employees who need to request additional leave under the Families First Coronavirus Response Act should complete the following steps:

- Complete the COVID-19 Leave Request Form (found on the school system website at Departments > Human Resources)
- Complete the FMLA Leave Request Form (Form A) (found on the school system website at Departments > Human Resources) and mark the reason for the leave
- Submit the completed COVID-19 Related Leave Request Form and FMLA Leave Request Form (Form A) to the administrator (or the designated person) at the work location.
- Enter the absence(s) on Kelly Services with the appropriate reason code as follows:
 - COVID 2 – Health Care Provider Order to Self-Quarantine
 - COVID 3 – Symptoms/Seeking Medical Diagnosis
 - COVID 4 – Caring for Individual Subject to COVID 1 or COVID 2
 - COVID 5 – Caring for a Child due to COVID-19 School/Childcare Closures
- School administrator submit completed COVID-19 forms to Human Resources Department.

Communicate frequently with the administrator (or the designated person) at the work location regarding ability to work.

This procedure is subject to change based on local, state, and federal guidelines.