



SCHOOL DISTRICT OF HATBORO-HORSHAM – HUMAN RESOURCES DEPARTMENT

May 28, 2020

Re: Sick Leave Policy

Attention District Staff

In accordance with board policy 334, sick leave may be utilized when an employee is prevented by illness, injury, medical appointments, or procedures from performing his or her job. Sick time may be utilized sporadically for an immediate family members illness, injury, medical appointments, or procedures where employee assistance or care is required within reason. An immediate family member is generally defined as a spouse, child, parent, or sibling living at home.

We currently find ourselves in a pandemic situation due to COVID-19. We are instituting varying degrees of safety protocols and will be complying fully with state, local and CDC guidelines relative to health and safety.

Should you or an immediate family member become ill, we encourage you to stay home without fear of reprisal. Furthermore, you should stay home if you have tested positive for or are showing COVID-19 symptoms. Employees who have recently had a close contact with a person with COVID-19 should stay also stay home and monitor their health.

Should you have any questions or concerns about the ability to take leave including FMLA/FFCRA due to illness please do not hesitate to reach out to Human Resources.

Thank you and be well!

Christine Welsh

Director Human Resources

cwelsh@HHSD.org

