



FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

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Human Resources

July 16, 2020

Dear District Staff Member:

As a result of the COVID-19 pandemic, the Fullerton Joint Union High School District (District) understands that some of our staff members may be experiencing a level of anxiety and uncertainty over their pending return to work for the coming 2020-21 school year. The District wishes to ensure you that the safety and well being of each and every one of our students, staff members and the community as a whole remains our priority.

Human Resources (HR) has begun to receive questions from some staff members expressing concerns over their abilities to return to work. This letter is intended to provide clarification to any staff member who believes that he or she may have need to access a leave of absence or a reasonable accommodation due to factors related to the COVID-19 pandemic.

Any staff member who believes that he or she, as a result of factors relating to COVID-19, may require the use of a leave of absence or who has a qualifying disability that may require reasonable accommodation(s) in order to perform the essential functions of his or her position, should contact HR as soon as possible. Human Resources will assist you in utilizing the appropriate leave/leaves of absence, including HR 6201 Families First Coronavirus Response Act (FFCRA), FMLA, and other available contractual leaves of absence. We will also assist you with any arrangements that may need to occur prior to your return to work.

Coordination with HR will minimize the potential for misuse or misapplication of leaves and ensure that staff members maximize the leaves available to them. For example, qualified use of FFCRA is limited to 80 total hours and is not renewed in the event a second COVID-19 related issue arises. Similarly, an employee who quarantines by choice and is not under the direction of a healthcare provider, or who is not experiencing symptoms and is not seeking diagnosis, does not qualify for the use of FFCRA. Please allow HR to assist you.

Please do not hesitate to contact HR, via e-mail, with any questions or concerns that you may have relating to COVID-19 and the use of leaves.

Sincerely,

Edward D. Atkinson, Ed.D.

Assistant Superintendent, Human Resources

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