

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
HUMAN RESOURCES  
1960 LANDINGS BOULEVARD, SARASOTA, FL 34231  
PHONE (941) 927-9000 FAX (941) 927-4087

**REQUEST FOR COVID-19 ABSENCE DAYS**

**Instructions:** Complete, sign, and email the form with all required documents to the Human Resources (HR) salary specialist assigned to your cost center.  
[laura.watson@sarasotacountyschools.net](mailto:laura.watson@sarasotacountyschools.net) or [beth.turgeon@sarasotacountyschools.net](mailto:beth.turgeon@sarasotacountyschools.net).

Employee Name (Print) \_\_\_\_\_ Employee ID No. (A#) \_\_\_\_\_

Cost Center Name \_\_\_\_\_ Position \_\_\_\_\_

**ELIGIBILITY CRITERIA**

Covid days for staff – The school district, in partnership with the Sarasota Classified/Teachers Association (SCTA), developed contract language to provide 20 Covid leave days for employees. The guidelines for the district Covid leave are as follows:

- The district Covid leave is structured to provide a full 20 days of Covid related leave for the 2020/2021 school year and supplement the federal leave which just expired. Therefore, if you have already used 10 days because of a previous quarantine you now will only have 10 days available. If you have not been subject to a district quarantine you have 20 days available.
- The district Covid leave applies to district employees who are asked to quarantine by the Department of Health (DOH) or cannot report to work because of a direct exposure to a positive case or as a result of a positive Covid test.
- The district Covid leave does not cover employees who need to provide childcare because of quarantined children or closed childcare facilities.
- Employees who are sick at home and waiting on the results of a Covid test will only be allowed to use Covid leave if they receive a positive test result, unless they were mandated to remain home by the district or the DOH. In certain cases, employees may be required to submit proof of a positive test result to Human Resources.

I have met all the requirements above and am applying for Covid absence days (check box).

Dates I qualify for From \_\_\_\_\_ To \_\_\_\_\_

Dates worked remotely From \_\_\_\_\_ To \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR HR USE ONLY**

Date Received \_\_\_\_\_ Eligible \_\_\_\_\_ Not Eligible \_\_\_\_\_

Reason \_\_\_\_\_

HR Employee Name (Print) \_\_\_\_\_ HR Employee Signature \_\_\_\_\_ Date \_\_\_\_\_