

**Memorandum of Understanding
Between the
Walton County School Board
and
Walton County Support Professionals**

This memorandum is written to serve as an agreement between the Walton County School Board and the Walton County Support Professionals. The intent of this memorandum is to allow for an extension of the Emergency Paid Sick Leave benefits portion of the Families First Coronavirus Response Act (FFCRA) that provides up to ten (10) days of paid sick leave for certain COVID-19 related issues.

Terms:

1. Employees who have already taken Emergency Paid Sick Leave under FFCRA are not eligible for an additional ten (10) days of paid leave. The ten (10) days are cumulative from April 1, 2020. Employees who have used a portion of the leave under FFCRA but did not use all ten (10) days may be eligible to use the balance of the ten (10) days not used. All Emergency Paid Sick Leave used must be for qualifying reasons, and documentation must be submitted to the Human Resources Department for each day.
2. Employees who need to isolate or quarantine and have already used all ten (10) days of Emergency Paid Sick Leave will be required to use accrued sick leave, compensatory time or unpaid leave.
3. If a qualifying COVID-19 issue arises, employees who have not yet been allocated the ten (10) days of Emergency Paid Sick Leave must submit an Emergency Paid Sick Leave Request and required documentation to the Human Resources Department in order to be allocated Emergency Paid Sick Leave.
4. This agreement will be retroactive to January 4, 2021.
5. This agreement will be in effect until June 30, 2021.