

Communication announcing new COVID-Related Paid Leave

President's Cabinet is pleased to announce a new COVID-Related Paid Leave plan to support employees who have committed to helping keep NIC safe by staying home when they have COVID-related symptoms or exposure. NIC continues to prioritize staying home when symptomatic or exposed to COVID as an important part of our mitigation strategy to reduce the spread of COVID-19.

PC has heard the concerns of employees about the financial impact of the requirement to isolate or quarantine for COVID-related reasons. To help reduce the burden on employees, up to two weeks of paid leave are now available to all employees who would otherwise go unpaid or use accrued leave time when directed by Rapid-Trace or Human Resources to quarantine or isolate.

This time can be used for absences that occur in the remainder of the current fiscal year and also to cover previous absences retroactively to the time that the Family First Coronavirus Response Act paid leave program ended on December 31, 2020. Employees must initiate all retroactive requests by April 15, 2022. A [COVID-Related Paid Leave Guideline](#) and [Form](#) have been posted on the [COVID-19 Employee Resources Page](#) on the HR portal. Employees will have an additional two weeks of COVID-Related Paid Leave available for eligible absences that occur in fiscal year 2023.

Please continue to contact [Rapid-Trace](#) when you:

- have tested positive for COVID-19,
- have been in close contact with someone with COVID-19, or
- are experiencing symptoms of COVID-19.

Thank you for continuing to do your part to help #ProtectTheNest and for all you do to keep our environment safe and healthy so that we can continue to deliver learning opportunities for students and our community.