



**Wellesley Public Schools  
Wellesley, MA**

**Returning to School Frequently Asked Employee Questions**

<b>Question</b>	<b>Answer</b>
school or daycare is either closed or is in a remote learning model, so I must be with my child.	<p>If you need to stay home, you should fill out the leave request form and check off box number 1 that indicates a daycare issue. You have two options:</p> <p><u>Option 1:</u> You can go on a leave of absence for up to 12 weeks under the Families First Coronavirus Response Act. Your job will be protected and you will receive 2/3 of your daily rate up to \$200 per day. You can supplement this amount to pay you up to 100% of your pay by using your 15 family sick days.</p> <p><u>Option 2:</u> You can request to work remotely and WPS will evaluate the possibility of you working remotely. You should write in the comments section that you are requesting to work remotely.</p> <p>position you will still the option to go on a leave of absence under the Families First Coronavirus Response Act or return to the hybrid model. Please indicate in the comments section what your second choice is if you are not selected for a remote position.</p>
model so I only need a leave of absence intermittently. Can I take an intermittent leave of absence due to daycare issues?	<p>WPS would like to offer intermittent leave but when analyzing substitute issues, it was determined that in order to obtain substitutes to cover classrooms, we cannot offer intermittent leaves. Some hybrids are offering 1 week in person learning and 1 week remotely while other schools are offering a split week. It is impossible to find substitutes to fill the vast amount of variables</p>

I have a compromised immune system. I have been advised by a doctor that I should work remotely.

presented by school districts offering different hybrid models.

If you need to work remotely due to a compromised immune system, you should fill out the leave request form and check off box number 5 that indicates that you have a compromised immune system. You will be asked to fill out and have your doctor fill out an ADA form. The ADA form gives WPS pertinent information to evaluate what reasonable accommodations are needed. When WPS receives the leave request form and the ADA form we will take the following steps:

- We will match your need to work remotely with the family remote learning school survey results.
- If there are not enough remote positions for all of the employees who wish to work remotely, other accommodations will be evaluated for you.
- If we are unable to accommodate your request, we will work with you to determine other options.

	<ul style="list-style-type: none"><li>• If there are not enough remote positions for all of the employees who wish to work remotely, other accommodations will be evaluated for you.</li><li>• If we are unable to find a reasonable accommodation for you including working remotely, we will evaluate a leave option.</li></ul> <p>In the comments section of the leave request form please indicate if you will come back to work in the hybrid if you are not selected for the remote learning school.</p>
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Due to personal or family situations, I would like to take the year off.

If you wish to apply for a 1-year discretionary leave of absence, you should fill out the leave request form and check off box number 7 that indicates that you wish to apply for a discretionary leave. The leave of absence will be unpaid and you will be responsible for 100% of your insurance premiums. Your position will be held for your return in school year 2021-2022. You will return at the same

determination to cancel school based on the heat index.

- We will continue to monitor cases in Wellesley, locally and in the state.