



## **M.E.T.S. CHARTER SCHOOL**

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Damion Frye, Lead Administrator

### MEMO

To: Faculty and Staff  
From: Mr. Frye  
Re: Child Care due to COVID-19 School Closures

Faculty and Staff;

In accordance with New Jersey's Earn Sick Leave Law, Chapter 11 D, Earned Sick Leave (Effective October 29, 2018) 34:11D-1, all staff will be required to adhere to the following attendance regulations if they are absent due to child care caused by COVID-19 School Closures:

- If the employee is out caring for a family member, they may apply for family leave insurance and/or utilize PTO (including paid sick leave).
- Employees may request the use of Personal and Vacation Days. As per contract, these days must be requested in advance and require administrative approval. If no prior approval is sought and the employee does not meet attendance and performance standards, the Personal and/or Vacation day will be reclassified to a Sick Day.
- Employees who exceed their allotted number of Sick Days will not receive compensation for the excess days.
- Employees that are out caring for themselves or a family member may be eligible for New Jersey Family Leave Act or federal Family Medical Leave Act. It is the employee's responsibility to access, fill out and submit all leave requests.
- Leave requests are subject to Lead Administrator approval.