



## MIDDLEBOROUGH PUBLIC SCHOOLS

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**Brian E. Lynch** | **Sarah T. Hickey**  
Superintendent of Schools | Director of Business & Finance

April 22, 2020

Dear Colleagues,

I hope everyone is safe and well during these difficult times. I want to thank all members of our faculty and staff for your work during the school closure. Whether you have been working from home to engage or support students in remote learning or working onsite to maintain our buildings and food service program, your work has been invaluable to our students and to the community.

Of course, there may be days on which you are unable to perform your assigned responsibilities, whether onsite or offsite, due to illness or a personal matter. Thus, I wanted to make you aware of the following:

**Notice of “absence” and use of contractual leave.** If you are unable to perform your assigned responsibilities for a day or more, whether onsite or offsite, it is important that you report your “absence” by following your school’s protocol for reporting absence and by contacting your supervisor so that coverage can be arranged if appropriate. When reporting an absence through Substitute Online, please select “no substitute needed”. When employees are absent from their responsibilities during the school closure, they are entitled to use their own accrued sick and personal leave to the extent applicable under the collective bargaining agreement.

**Additional paid time under the Families First Coronavirus Response Act (FFCRA).** In addition to using your own accrued leave under the collective bargaining agreement, this temporary federal statute known as the “FFRCA” provides paid leave for employees under certain circumstances relating to COVID 19. Additional information about this paid leave can be found on the [District website](#). Please contact Mrs. Sarah Hickey if you have any questions or wish to apply for leave under the FFCRA.

**Notice of COVID-19 concerns.** For employees who work onsite, it is critical that you not report to work when you are feeling ill or otherwise exhibiting signs of illness. If you have been onsite during the school closure and have tested positive for COVID-19 or believe that you may have been exposed to COVID-19, it is critical that you (1) not return to the site until all quarantine periods have passed and (2) inform your supervisor so that appropriate precautions may be taken to minimize risk for others.

Again, I hope you are all staying healthy and I am appreciative of all the work you are doing to support our students and families under these challenging circumstances. Please do not hesitate to contact Mrs. Sarah Hickey if you have any questions regarding the above.

Sincerely,

Brian E. Lynch

“...to foster a culture of excellence within every student, in every classroom every day.”