

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Human Resources Department
924-3336 Ext. 2033

COVID-19 SICK BANK – SUPPLEMENTAL APPLICATION – Reasons #4 and #5

The Families First Coronavirus Response Act (FFCRA) allows a one-time use of up to 10 FFCRA days (80 hours). Your first 10 days (80 hours) will be deducted from the FFCRA days, and will pay 2/3's of your daily rate for reasons #4 and #5. You may request 1/3 of your day from the COVID-19 Sick Bank to supplement and receive full pay.

Please complete the form below if you have selected COVID-19 #4 or #5 in AESOP, and you wish to use the COVID-19 Sick Bank to supplement the FFCRA 2/3's daily rate. IMPORTANT: This form must be completed and submitted as soon as you enter your time in AESOP in order to ensure you will be paid for a full day. Note: The maximum number of full days that may be granted is fifteen (15) days.

Date of Application _____ Date Received _____

(HR Use Only)

Name (Print) _____ Location _____

of Days Requested _____ Dates of Leave _____

Reason for Request _____

(if due to school closure please list school and town)

Signature of Employee _____

Submit to Human Resources, SAU Office

For COVID-19 Sick Bank Committee Use Only

Request Approved _____ Yes _____ No _____ Date _____

Number of Days Approved _____ Effective Dates _____

Comments _____

COVID-19 Sick Bank Committee

CVEA Representative

Administration

School Board Representative (Required only for tie breaker)