



Anchorage School District

Education Center

5530 E. Northern Lights Blvd. • Anchorage, AK 99504 • 907-742-4000 • www.asdk12.org

MEMORANDUM

TO: Supervisors, Principals, Timekeepers

FROM: Matthew Teaford, Chief Human Resource Officer *MT*

DATE: January 5, 2022

SUBJECT: Site Level Administrative Leave for District-Directed Isolation

Effective January 5, 2022, if a fully vaccinated employee tests positive for COVID-19, as confirmed by the administrator, and if the employee is not able to telework during the resulting isolation period, the employee will be eligible to receive a period of paid leave during the District-directed isolation period. Supervisors/timekeepers should enter "Site Level Admin Leave" for the employee for the identified isolation period not to exceed five (5) workdays from the date of positive COVID test result.

Only “fully vaccinated” employees are eligible for this leave, defined as having received all recommended doses of vaccine including a booster if eligible. The site-based administrator/supervisor will be responsible for confirming whether the employee is fully vaccinated and confirming proof of a positive COVID-19 test before approving the leave in EmpCenter. The administrator/supervisor may consult with the school nurse or district’s Healthcare Services Department for assistance in determining the employee’s eligibility for the leave and calculating the employee’s return to work date.

This Memorandum supersedes the Site Level Admin Leave memo from this office dated August 23, 2021.

Please contact the Benefits Department at asdleave@asdk12.org with questions.