

Returning to In-Person School – Accommodations and Leaves of Absence

MTI is processing a high volume of phone calls and emails related to the announcement that a phased return to in-person school will begin on March 9. If you feel you are unable to return to work in-person due to an underlying health condition for you or a family member, please review the following information to understand your options. If you have additional questions after reviewing this information, contact MTI to make an appointment with an MTI Staff Rep. We are working as quickly as we can address members' concerns about this decision and will work to address your concerns in a timely fashion.

Requesting an Accommodation - If you have an underlying health condition that puts you at high-risk for COVID-19 complications and are unable to return to school when the District resumes in-person, you can request an accommodation to remain working virtually. To do so you must *work with your medical providers to provide a letter documenting your disability or medical condition and recommending that you continue to work virtually*. You can submit this letter to Heidi Tepp (htepp@madison.k12.wi.us) and Sheila Arneson (sarneson@madison.k12.wi.us). All medical information sent to MMSD is confidential and legally protected. Please keep your own copy of any documentation related to this request.

An ADA accommodation of this type can only be requested for the employee's health condition and is not applicable to an employee's family member.

MMSD will evaluate each claim before agreeing to allow an accommodation to continue virtual teaching and it is important to understand that *not every accommodation request may be granted*. If a request is not granted, you may be forced to decide to return to work in-person or request a leave of absence.

Medical Leave of Absence – If you have an underlying medical condition that prevents you from returning to work in person, you may be able to take a medical leave of absence. To obtain a medical leave of absence you will need to obtain documentation from a medical provider and complete a medical leave request form. Medical leaves are paid for via personal sick leave and depending on your job classification, the sick leave bank or short-term disability plans offered by MMSD. See below for general information about taking a medical leave of absence:

- [MTI “Teacher” Unit Medical Leave Fact Sheet](#) for teachers, salaried educational professionals, and professional hourly staff
- [ESEA Medical Leave Fact Sheet](#) for special education assistants, clerical / technical staff, and school security assistants
- Medical Leave Forms:
 - [MMSD Leave of Absence Request Form](#)
 - [FMLA Form for EMPLOYEE'S Serious Health Condition](#)
 - [FMLA Form for FAMILY MEMBER'S Serious Health Condition](#) - Intermittent leave may be available if you are required to occasionally care for a family member

Leave related to COVID-19 Quarantine (FFRCA-like Leave): If you are advised by a healthcare provider to self-quarantine related to COVID-19 exposure or to care for a family member who is self-quarantined, or you are experiencing COVID-19 symptoms and seeking a medical diagnosis, you will be eligible for up to 10 days of leave. This leave will not be charged to one's personal sick leave but ***will require documentation***.

Unpaid Leaves of Absence - If you do not feel safe returning to work, or if are unable to return because you have young children at home or live with someone who is at-risk from COVID-19, you may request an unpaid leave of absence. Unfortunately, a leave of absence under these conditions is unpaid and the employee must pay full health insurance premiums to continue under the district policy. There are two types of unpaid leaves of absence, 'childrearing' and 'other.' MMSD must approve an 'other' unpaid leave. Parents with non-school age children may be eligible for an ***unpaid*** child rearing leave of absence ([click for more information](#)).

Please review the [MMSD information for staff returning to work](#) for additional guidance (employee login required).

Not eligible for an ADA Accommodation but want to continue working from home?

If you are unable to work in-person and you are not eligible for an ADA Accommodation but could continue working from home, please communicate this to your building principal as well as your MTI Faculty Representative. MTI is advocating that the District allow folks to continue working from home if they have legitimate safety concerns about working in-person. Instead of being forced to take an unpaid leave, we are advocating solutions that allow for exceptions for staff who live with loved ones who are at high risk from COVID-19 exposure.

If you have questions after reviewing this information, please contact mti@madisonteachers.org to schedule an appointment with an MTI Staff Representative.