**Employee Certification of Exemption from Work**

On March 15, 2020 Governor Phil Scott ordered all schools be closed for instruction between March 18 – April 6. The Governor’s Executive Order also required all schools “to remain operational for administrators, teachers and staff to sustain essential services and to plan and implement continuity of education through remote learning.” On March 18th the Agency of Education issued guidance indicating that all school employees are directed to report to work unless they are meet a specific exemption established by AOE, based on the Vermont Department of Health’s advice. Employees seeking an exemption from work during the school dismissal period are expected to certify their exemption before taking leave from work. The District reserves the right to subsequently require a physician’s certification after the state of emergency has been lifted.

**Your name:**

**Your employment position:**

I certify that I am not available to work because (check one):

\_\_\_\_\_\_ I have a diagnosed health condition that would put me at unreasonable risk.

\_\_\_\_\_\_ I reside with someone with a compromised immune condition.

\_\_\_\_\_ I suffer from a diagnosed mental health condition that interferes with my ability to work during   
 the COVID-19 pandemic.

\_\_\_\_\_ I am over 60 years old.

\_\_\_\_\_ I have an infant at home.

**Procedure:** This form shall be maintained by Human Resources in a separate medical file and shall not be included in the employee’s personnel file. Upon submission of this certification, the employee shall automatically be granted provisional leave from work. After the state of emergency has been lifted, the employer may seek additional information to satisfy the eligibility requirements for the requested exemption, including a physician’s certification. Employees who do not satisfy the exempt categories may be required to work.

**Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**