



ALVIN INDEPENDENT SCHOOL DISTRICT

Donnie Marek
Executive Director of Risk Management

Alvin ISD Teachers and Staff,

At the September 14, 2021 board meeting, the board authorized a COVID Leave matching plan for Alvin ISD Employees.

The matching plan provides matching paid leave, up to four (4) days for all regular full time employees—contractual and non-contractual, salaried and non-salaried—who, themselves, are lab confirmed COVID positive and present the positive documentation. Please note, home testing kits are **excluded** and will not be accepted for the COVID Leave matching plan. This matching leave plan will expire at the end of the 2021-2022 school year.

To benefit from the matching plan, employees must submit their absences and documentation of their lab confirmed COVID positive test by completing the [COVID Leave Matching Plan Form](#). The district will match the number of available leave days in the employee's leave bank (not to exceed 4 days) that were used for an absence related to the employee's lab confirmed positive COVID test. Once approved, the payroll department will make the adjustments to the employees' leave bank. It is the employee's responsibility to provide the correct documentation.

Please email Kaitlin Aycock (kaycock@alvinisd.net) with any questions or for assistance.

Thank you,

Donnie Marek

Executive Director of Risk Management

Alvin ISD