

## Extended Sick Leave Policies

The policies described below are guidelines for programs that would like some form of change or extension to the every other year rating timeframe because of a staff extended sick leave. Extended sick leave includes maternity leave, FMLA leave, surgery, injury, and other leave greater than two weeks in duration. It does not include vacation, sabbatical, holiday, or any other form of personal time. If a program wants to have their rating performed during staff extended sick leave, they may do so using the substitute staff member's Registry information.

If a staff member goes on leave mid-way through their two-year rating cycle (during the time that the program is not required to be rated by a YoungStar Coach or ERS Observer) and the leave is for 12 weeks or fewer, the program does not have to change their Registry Program Profile. If the leave extends beyond 12 weeks, the program profile must be updated to add the substitute staff member's Registry information.

### Group/School-Age Provider

Director/Site Supervisor: If a provider wants to have a Technical or Formal rating completed and their Director/Site Supervisor will be out on extended sick leave during the window of time normally used for rating, the provider should try to have their rating completed before or after the Director/Site Supervisor is out. If this is not possible, the provider will be given the rating based upon the substitute Director/Site Supervisor's qualifications. The provider must have this person on their Registry Program Profile.

*Exception:* If the rating cannot be performed before the Director/Site Supervisor goes on leave that lasts 20 weeks or fewer AND it is the first time a provider will be rated, the provider's rating can remain in a pending status until the Director/Site Supervisor returns from leave and a rating can be established. If the leave extends beyond 20 weeks, the provider will need to enter the acting director's education into their Registry Program Profile and the provider will be rated on the acting director's education. *This option should only be used on RARE occasions.*

Lead Teacher/Group Leader: If a provider wants to have any type of rating completed and one of their Lead Teachers/Group Leaders will be out on extended sick leave during the window of time normally used for observation, the provider should try to have their rating completed before or after the teacher is out. If this is not possible, the provider will be given the rating based upon the substitute teacher's qualifications. The provider must have this person on their Registry Program Profile.

It is allowable for the Director/Site Supervisor to fill in for the Lead Teacher/Group Leader during the extended sick leave so long as the leave does not extend beyond 12 weeks. The provider does not need to change their Registry Program Profile to list the Director/Site Supervisor as the Lead Teacher/Group Leader in this case. If the leave extends beyond 12 weeks, the provider must add the substitute teacher to the Program Profile and their qualifications will be used for the rating. If a Formal Rating with Observation is performed during the time the Director/Site Supervisor is



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substituting for the Lead Teacher/Group Leader who is taking extended sick leave, and the classroom in question is randomly selected as a classroom to observe for the rating, the classroom will be observed with the Director/Site Supervisor acting in the substitute role as the lead teacher.

## Family

For most extended sick leaves in family child care centers, the provider must report a temporary closure to their licensing specialist per DCF 250.04(3)(L),<sup>1</sup> and will therefore be unable to receive YoungStar services, including a rating, for the length of the closure.

If a family provider is on extended sick leave (lasting 12 weeks or fewer) during the time that they would receive a rating and their program will stay open with a substitute provider while the provider is on extended sick leave, the provider should arrange to have the rating performed before going on extended sick leave. No coaching should occur while the family provider is on extended sick leave. Coaching may resume when the provider returns from extended sick leave.

It is up to the discretion of the Coach to work with the provider to decide if the provider would like to their technical assistance time is to be divided (some before the extended sick leave and some after the leave) or not. If the provider would like a Formal Rating with Observation, this will be completed within 4 weeks of the Formal Rating Request.

If the rating cannot be performed before the provider goes on extended sick leave that lasts 20 week or fewer AND it is the first time a provider will be rated, the provider's rating can remain in a pending status until the provider returns from extended sick leave and a rating can be established. If the leave extends beyond 20 weeks, the provider will need to enter the substitute provider's education into their Registry Program Profile and the program will be rated on the substitute provider's education. *This option should only be used on RARE occasions.*

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<sup>1</sup> DCF 250 is available for review here: <https://dcf.wisconsin.gov/cclicensing/commentary>  
9/20/2016 (Revised 9/1/2023)