



STAFF POLICY MANUAL

Policy B-4A	ADVANCED SICK LEAVE FOR COVID-19 PANDEMIC		
<u>Effective Date</u> 03/19/2020	<u>Applicable Law/Statute:</u> ARS 23-350	<u>Source Doc/Dept:</u> HR	<u>Authorizing GB Pol/Reg.</u> GB Policy 3.3, 4.1

A. PURPOSE. To expand the District's Policy B-4 regarding Sick Leave. These amendments are effective as of March 19, 2020 by the Interim Chancellor pursuant to the March 17 Resolution of the Maricopa County Community College District Governing Board Granting Authority to Interim Chancellor to respond to the COVID-19 Pandemic.

B. APPLICABILITY. All MCCCCD employees that accrue sick leave.

C. POLICY.

1. Eligibility. An employee with leave hours that have not yet been accrued may be granted Advanced Sick Leave. Employees meeting any of the following criteria may apply for Advance Sick Leave.
 - a. The employee is ill with COVID-19 or is high-risk for COVID-19 due to a health condition; or
 - b. The employee is quarantined by order of a local health authority for reasons related to COVID-19; or
 - c. The employee is self-quarantined because a resident of their household is ill with COVID-19; or
 - d. The employee has been exposed to COVID-19, and a health authority or provider has determined his or her presence on the job could jeopardize the health of others; or
 - e. The employee is self-quarantined because they have returned from a country that is listed by the Centers for Disease Control as having widespread or ongoing community spread (Level 3 and 4 Travel Health Notice).

2. Requesting Advanced Sick Leave. An employee applying for Advanced Sick Leave must meet all of the following criteria:
 - a. The employee has exhausted all available sick leave, personal time off, vacation and banked vacation leave.

- b. The employee is not currently on a block leave.
 - c. The employee has not applied for compassionate leave.
 - d. There is reasonable assurance that the employee will return to duty.
 - e. The employee signs an agreement regarding the repayment of sick leave in a form designated by the District.
3. Amount of Requested Leave. The total amount of Advanced Sick Leave may not exceed 80 hours, based on an employee's current accrual rate, except at the discretion of the CHRO upon submission of supporting evidence/documentation.
- a. The amount of granted Advance Sick Leave to OSO employees, OYO employees or employees serving for a specific duration may not exceed the amount of sick leave to be earned during the anticipated period of employment.
4. Requests for Advance Sick Leave. Request for Advanced Sick Leave must be in writing and supported by medical documentation administratively acceptable to the CHRO. In the event that the employee must be placed on leave before they are able to obtain medical certification, the CHRO may approve advanced sick leave based upon the employee's self-certification of illness, but reserves the right to require medical certification from the employee's physician. Requests will be evaluated on a case-by-case basis.
5. Repayment of Advanced Sick Leave. An employee who is indebted for Advanced Sick Leave and separates from the District must refund the amount of advanced annual leave or the District will deduct that amount from any pay due to the employee upon separation. However, if the employee dies, goes out on disability, is separated or resigns because of disability, the requirement to repay does not apply. The District will make the determination as to whether an employee has separated or resigned because of disability.
6. With the consent of MCCCDC, an employee may arrange to refund advanced sick leave in cash if mutually agreeable and administratively feasible. (The pay rate applicable to refund is that rate which was in effect at the time the advanced sick leave was taken.)