



STAFF POLICY MANUAL

Policy B-8A	COMPASSIONATE EXPANSION LEAVE RELATED TO COVID-19 PANDEMIC		
<u>Effective Date</u> 03/19/2020	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept:</u> None/ HR	<u>Authorizing GB Pol/Reg.</u> GB Policy 3.3, 4.1

A. PURPOSE. To expand the District's Policy B-8 regarding Compassionate Leave. These amendments are effective as of the date adopted by the Interim Chancellor or Governing Board due to the State of Emergency related to the COVID-19 Pandemic issued by Governor Ducey on March 11, 2020 and terminate upon the conclusion of the State of Emergency or at such sooner time as determined by the Governing Board or Chancellor of the Maricopa County Community College District.

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

C. POLICY.

1. Donation. Any eligible employee may, from the effective date of this policy until its termination, donate up to 40 hours of sick leave and/or vacation leave to the MCCCCD Compassionate Leave fund by submitting a request through HCM, so long as the donating employee retains a balance of at least 240 hours of sick leave after deduction of the sick leave hours offered for donation (no minimum remaining balance is required for vacation). Donations to the Compassionate Leave fund shall be in one-hour increments. The maximum donation is a total of twenty hours of sick and/or twenty hours of vacation.
2. Eligibility. Any eligible employee may apply to the HR Solutions Center to receive Compassionate Leave hours. To qualify, the employee requesting Compassionate Leave hours must:
 - a. Have a non-work-related serious illness or injury, as verified in writing by a health care provider, which meets the definition of a serious health condition under the Family and Medical Leave Act (FMLA), which is estimated by the health care provider to last a minimum of 30 consecutive calendar days, and an estimated date of return to full duty from the health care provider; or
 - b. Have a spouse, domestic partner, or dependent who resides in the employee's household with a serious illness or injury, as verified in writing by a health care provider, which meets the definition of a serious health condition under the

Family and Medical Leave Act (FMLA) which is estimated by the health care provider to last a minimum of 30 consecutive calendar days; and

- c. Have an insufficient amount of accrued and unused sick leave, vacation leave, banked vacation leave, and compensatory time to cover the estimated period of absence.
- d. Has not requested advanced sick leave; and
- e. Is ill with COVID-19 or is high-risk for COVID-19 due to a health condition; or
- f. Is quarantined by order of a local health authority for reasons related to COVID-19; or
- g. Is self-quarantined because a resident of their household is ill with COVID-19; or
- h. 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
- i. 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).

3. Benefit.

Amount Leave. An employee receiving Compassionate Leave pursuant to this policy may receive Compassionate Leave for a total of 10 consecutive working days, at the employee's regular rate of pay and work schedule, up to a maximum of 80 hours. Said employees may begin receiving the benefit immediately upon the exhaustion of all other forms of leave, including sick, vacation and banked vacation.

Short-Term Disability. If the employee is eligible for short-term disability, an compassionate leave granted will be reduced by the amount of their short-term disability payment. The amount received on short term disability and compassionate leave combined may not exceed the employee's regular salary amount.

4. Duration of Leave. Compassionate leave expansion will be offered for the purposes of the COVID-19 pandemic.

5. All other terms of Policy B-8 shall remain in effect.