

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	F-1-D, 11	Effective Date:	7/6/2020
Subject:	Emergency Sick and Personal Leave – COVID-19		
Source:	President		
Approval Authority:	President	Approval Date:	7/6/2020
History:			
Remarks:			

As permitted by Policies F-I-d, 5 and F-I-d, 4, this policy details emergency leave options permitted during the COVID-19 pandemic.

- **Emergency Sick Leave (Authorized by Policy F-I-d, 5)**  
Regular, full-time, benefits-eligible employees who have been diagnosed with COVID-19 by a medical professional will be placed on emergency sick leave for the duration of their isolation and until cleared to come back to work. Emergency sick leave does not impact the employee's personal sick leave balance.
- **Emergency Personal Leave (Authorized by Policy F-I-d, 4)**  
Regular, full-time, benefits-eligible employees who have been in contact with a confirmed COVID-19 case and have been instructed to self-isolate will be placed on emergency personal leave for the duration of their self-isolation period. Any employees who have been in contact with a possible COVID -19 case will be asked to self-isolate and will be placed on emergency personal leave until the case is either confirmed or denied. Emergency personal leave does not impact the employee's personal leave or vacation leave balances.