

## Modified Absence Provisions in the Event of a Disease Outbreak

In the event of a disease outbreak that significantly impacts MCCCCD, the following leave provisions will be followed:

Absence due to employee illness:

- Use of sick leave
- Use of other paid leave (vacation, grandfathered vacation, comp time)
- Telecommuting may be an option with supervisor approval in situations where assignment expectations are met and hours of accountability can be fulfilled

Absence due to family illness:

- Use of sick leave
- Use of other paid leave (vacation, grandfathered vacation, comp time)
- Telecommuting may be available as an option in appropriate situations, established on a case-by-case basis

Absence due to MCCCCD site closure:

- Temporary use of telecommuting in situations where [guidelines](#) are met
- Reassignment to another location, if possible
- Continuation of salary, as determined by MCCCCD Administration, may depend on length and circumstances of closure

Absence due to other unforeseen disease-related situation:

- Examples are closure of child's school, daycare facility, or public transportation
- Temporary use of telecommuting in situations where [guidelines](#) are met
- Reassignment to another location, if practical
- Use of paid leave (vacation, grandfathered vacation, comp time, sick)

In the event of a disease outbreak, the Doctor authorization requirement may be eliminated for absences of less than 10 days. Exceptions to these provisions will be reviewed by the Vice Chancellor of Human Resources.