



Dear Mt. SAC Employee,

We thank you for your flexibility as Mt. SAC responds to this unprecedented national emergency. We are constantly reviewing and adjusting college policy to address developing circumstances. In response to new federal legislation, the “Families First Coronavirus Response Act,” Mt. SAC has expanded options for employees to take paid leave. The following information is current as of March 19, 2020. Notable updates are in **bold**.

If you reasonably believe you have or were exposed to COVID-19, do not come to work. Please contact your health care provider or the Student Health Center at 909-274-4400. Please call Human Resources at 909-274-4225 to discuss available leave of absence options.

All employees are eligible for up to 10 business days of paid leave to the extent that the employee is unable to work (or telework) due to a need for leave because:

- 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;**
- 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;**
- 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;**
- 4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2);****
- 5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; OR*****
- 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.**

Those who qualify under (2), (3), and (4) above, will be required to submit a medical note from a health care provider indicating self-quarantine due to concerns related to COVID-19 and a medical clearance is required before the employee may return to work. If an employee remains on leave beyond 10 business day under the conditions above, they shall use their accrued sick leave, vacation, and extended illness leave (i.e. 100 days of half pay) to remain in paid status under those circumstances.

**For those caring for high-risk family members, written notification stating the age and health risk factor of the family member living with the employee must be provided.

*** For those who are caring for children whose school was closed, evidence from the school or daycare indicating the length of time for the closure must be provided. A link to the school, district, or child care provider’s website wherein a notice of closure is posted shall be sufficient.

If you need to discuss options beyond the 10 business days, please call Human Resources at 909-274-4225.

Employees may submit a request for paid leave using the online [COVID-19 Leave Request Form](#).

In cases where an employee exhausts their sick leave balance, they may continue to take sick leave to address COVID-19 related issues, but they will accumulate a negative sick leave balance that must be repaid by future sick leave accruals or when employment ceases.

Employees who need to discuss reasonable work accommodations related to COVID-19 will need to contact Ryan Wilson, Manager, Title IX & EEO Investigations, at 909-274-5423; Sokha Song, Deputy Director, Human Resources; or hraccommodations@mtsac.edu.

At the direction of the executive management team, requests by managers and classified employees to work remotely will not be approved at this time. Criteria to work remotely is currently being vetted and will be distributed by Wednesday, March 25, 2020.

Thank you for your cooperation and patience.