

**Board of Trustees of Community College District No. 508, County of Cook, State of Illinois**  
**Temporary Sick Leave Concerning the COVID-19 Pandemic**  
**Effective March 16, 2020**

**I. PURPOSE**

City Colleges of Chicago is committed to providing a safe work environment for all employees. City Colleges of Chicago's objective during the COVID-19 pandemic is to continue providing services to all students while ensuring the safety of its employees. This Temporary Sick Leave Policy Concerning the COVID-19 Pandemic (this "Policy") provides sick leave for certain City Colleges of Chicago employees affected the COVID-19. This Policy is not intended to serve as a permanent Sick Leave Policy for City Colleges of Chicago and shall terminate upon the earlier of (i) May 30, 2020, or (ii) revocation of this Policy by the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois (the "Board").

**II. GENERAL POLICY PROVISIONS**

- A. The Board of Trustees of Community College District No. 508, County of Cook, State of Illinois Board Policies and Procedures remain in effect.
- B. City Colleges of Chicago's Family and Medical Leave Act Policy remains in effect. Please refer to Section IX below for further information
- C. For purposes of this policy, "isolated" means a person who has been diagnosed or is exhibiting symptoms of the COVID-19 virus and has been ordered into isolation at home or in a medical facility by a public health agency or medical provider. "Quarantined" means a person who has not been diagnosed with the COVID-19 virus, but who has been ordered into quarantine by a public health agency or hospital.

**III. ABSENCE DUE TO COVID-19 ILLNESS OR ISOLATION ORDER**

- A. During the COVID-19 pandemic, City Colleges of Chicago will provide additional paid time off to any employee who is absent due to contracting the COVID-19 virus, or has been directed or ordered to isolate themselves by a public health agency or medical provider.
- B. The employee must report their absence to their Supervising Manager and their location's HR Department as soon as possible. The employee will be required to provide reasonable evidence to support any absence for this reason. Such documentation may include, but is not limited to, an order from a public health agency or medical provider directing them to isolate due to contracting the virus.

**IV. ABSENCE DUE TO DIRECTED OR ORDERED QUARANTINE**

- A. The employee must report the directed or ordered quarantine to their Supervising Manager and their location's HR Department as soon as possible. The employee will be required to provide reasonable evidence to support any absence for this reason. Such reasonable evidence may include, but is not limited to, a copy of an order or directive to quarantine.
- B. If an employee is absent from work due to a quarantine order from a public health agency or a medical provider, and the employee is not currently ill or exhibiting symptoms of COVID-19, the employee should first work with their department to determine if telework is feasible pursuant to Board's Temporary Telework Policy Concerning the COVID-19 pandemic.
- C. If it is not feasible for the employee to work from home, City Colleges of Chicago may provide additional time off to any employee who is absent due to a directed or ordered quarantine.
- D. If the employee becomes symptomatic or ill, they must report the change in their condition to their Supervising Manager and their location's HR Department as soon as possible.

**V. ABSENCE DUE TO SELF-QUARANTINE**

- A. An employee who has not been directed to stay at home as part of a quarantine or has not been diagnosed as having COVID-19 by a health care provider, but has an illness or injury that restricts or renders the employee

incapable of performing his/her job duties may use their benefit time to cover the absence from work. If an employee has exhausted their paid benefit time, City Colleges of Chicago may advance the employee's benefit days at the Chief Talent Officer's discretion.

- B. The employee must report their absence to their department based on the current policies of City Colleges of Chicago. Employees must specify the reason for their absence. If the employee receives medical treatment for an illness, and has received documentation from their health care provider indicating that they should stay off work they should submit such documentation to their HR department as soon as possible. Otherwise, employees may be required to self-certify the reasons for their absence from work.

#### **VI. ABSENCE DUE TO EMPLOYER MANDATED TRAVEL-RELATED QUARANTINE**

- A. Any employee who has visited a country or region that is listed on the CDC's Geographic Risk Assessment for COVID-19 Transmission list as a Level 3 country will be ordered to stay home and monitor their health for 14 days following his or her return.
- B. The decision as to whether or not City Colleges of Chicago may provide additional paid time off to any employee who is ordered to stay home under these circumstances will be made on a case-by-case basis taking into consideration whether or not the employee traveled to the country prior to the country being listed as a Level 3 country.
- C. In the event that additional paid time off is not provided to an employee who has returned from a Level 3 country, the employee will be allowed to use their own benefit time to cover their absence. In the event that the employee has exhausted their own benefit time, City Colleges of Chicago may advance the employee's benefit days at the Chief Talent Officer's discretion.

#### **VII. ABSENCE DUE TO AN ORDERED SCHOOL CLOSURE**

- A. Any employee who needs to remain home due to an ordered school closure to care for a minor child, may use their benefit time to cover the absence from work. If an employee has exhausted their paid benefit time, City Colleges of Chicago may advance the employee's benefit days at the Chief Talent Officer's discretion.
- B. The employee must report the school closure to their department as soon as possible.

#### **VIII. TIMEKEEPING**

- A. Employees are required to report their absences from work as soon as possible and will be required to sign an edit form upon returning to work from any absence or illness.
- B. For COVID-19 related absences as outlined in Sections III, IV, and VI above, timekeepers should use CATA pay code **CORV** for tracking purposes.
- C. For any non-COVID-19 related absence, timekeepers should continue to use the codes as defined in City Colleges of Chicago CATA Guide.

#### **IX. FAMILY AND MEDICAL LEAVE ACT AND REASONABLE ACCOMMODATIONS**

- A. Employees who are ill due to COVID-19 may be eligible for Family and Medical Leave as provided for under City Colleges of Chicago Family and Medical Leave Act Policy ("FMLA Policy"). Employees who have provided documentation that they are absent due to contracting the COVID-19 virus, or because they need to care for a family member as defined in the FMLA Policy who has contracted COVID-19, may have their absence designated as FMLA Leave.
- B. Employees who believe that they require a reasonable accommodation related to the COVID-19 pandemic may request an accommodation pursuant to City Colleges of Chicago Reasonable Accommodation Policy.

#### **X. RETURN TO WORK**

- A. Employees who were absent from work due to an illness or injury, including contracting the COVID-19 virus, may be required to provide a return to work certification from their medical provider if there is a reasonable

belief that the employee is unable to perform the essential functions of their job or if the employee's return would create an unsafe or unhealthful work environment or if the employee would pose a direct threat of harm to themselves or others. Otherwise, a self-certification may be provided by the employee in order to return to work.

- B. No return to work certification is required if the employee did not have an illness or injury but was absent from work due to a quarantine or an ordered school closure.