



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

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BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D- Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

PURPOSE

This procedure details emergency leave options permitted during the COVID-19 pandemic. Note this procedure may be revised based on subsequent situations or pandemics.

PROCEDURE

Emergency Sick Leave

For employees who are diagnosed with COVID-19 by a medical professional or a positive test result:

- Regular, full-time, benefit-eligible employees who have been fully vaccinated or recently started the vaccination process for COVID-19 or who have recovered in the past 6 months from testing positive for COVID-19 will be placed on emergency sick leave for the duration of their self-isolation and until cleared to come back to work.
 - Emergency sick leave does not impact the employee's personal sick leave balance.
 - Employees will be required to provide proof of vaccination or proof of a positive COVID-19 test result within the past 6 months.
- Regular, full-time, benefit-eligible employees who have not been fully vaccinated for COVID-19 will be required to use all available forms of leave for the duration of their self-isolation and until cleared to come back to work. If an employee uses all accumulated leave, the employee will be placed on emergency leave until cleared to come back to work.



Emergency Personal Leave

For employees who have been instructed by the College to self-isolate due to contact with a confirmed COVID-19 case:

- Regular, full-time, benefit-eligible employees who have been fully vaccinated or recently started the vaccination process for COVID-19 or who have recovered in the past 6 months from testing positive for COVID-19 will be placed on emergency personal leave for the duration of their self-isolation period.
 - Emergency personal leave does not impact the employee's personal leave or vacation leave balances.
 - Employees will be required to provide proof of vaccination or proof of a positive COVID-19 test result within the past 6 months.
- Regular, full-time, benefit-eligible employees who have not been fully vaccinated for COVID-19 will be required to use all available forms of leave for the duration of their self-isolation period. If the employee uses all accumulated leave, the employee will be placed on emergency personal leave until cleared to come back to work.

If an employee has a medical or religious reason for an immunization exemption, they may complete the McLennan Community College Statement of Exemption for Immunization Form, which is available from the Human Resources Office. Once complete the form will be submitted to the Human Resources Office.

Employees are encouraged to take the appropriate actions to ensure their health, but with the appropriate approvals, and employee may work remotely when diagnosed with COVID-19 or when required to self-isolate. Faculty must notify the appropriate Division Chair and Staff should refer to the Non-Faculty Employee Telecommuting procedure.