

Temporary Modification of Assignment due to Sick Leave

LEAVE TRACKING AUTHORIZATION

During the possibility of a pandemic, the District is offering temporary accommodations for employees who are sick and need to or are directed to go home to help prevent the disease from spreading. This is a temporary accommodation that may be implemented by the District as needed.

Employee Name: _____

Department: _____

Leave begin date: _____

Leave return date: _____

Options Available (circle one)

- A) Use my current sick leave balance
- B) Use comp time or vacation time balances
- C) Make up time upon return to work (maximum 48 for Classified/Confidential and maximum 24 hours for Short-term hourly)
- D) Borrow hours from 2020-2021 (maximum 48 for Classified/Confidential and maximum 24 hours for Short-term hourly)
- E) Extended leave ½ pay
- F) Work from home (to be arranged with direct manager)

I, _____, hereby authorize Long Beach CountyCommunity College District to process my leave of absence as indicated above.

If Option A or B:

- In the event that my leave is exhausted during the pandemic, I hereby authorize the District to process my leave in accordance with option _____ (C,D, or F) above.

If Option C & D:

- I further agree that, in the event I separate from employment with the college prior to

If Option F:

- Employee has responsibility for maintaining the security and confidentiality of District files, data and other information that are in the off-site work place.
- District will not reimburse the staff member for the cost of off-site related expenses such internet connection, phone service, water, electricity, and any expenses incurred by working from home.
- Overtime is not allowed while working from home. Schedule is to be determined by the direct manager. If the employee needs to change his or her schedule, he or she agrees to obtain advance written approval from the manager.
- If necessary, the employee may be asked to make regular visits to the on-site workplace to review work and progress with the direct manager.
- Employee may be asked to participate in meetings via online.
- I understand that my failure to adhere to the expectations set by my direct manager may have an adverse effect on my