

From: [Debra Garcia](#) on behalf of [Kim Widdes](#)
Cc: [Kim Widdes](#); [Debra Garcia](#)
Subject: Closure of Orange County Unified School Districts & Impact to Employees
Date: Friday, March 13, 2020 5:06:48 PM
Attachments: [image001.png](#)
[Leave Types and Application of Leave 2020.pdf](#)
Importance: High

~ From the Office of the Acting Vice Chancellor of Human Resources ~

Dear Employees:

On Friday, March 13, 2020, the Orange County Department of Education recommended closure of all Orange County public schools, pre-K through grade 12, as a precaution against the spread of the novel coronavirus (COVID-19). As a result, many, if not all, of the public school districts have announced they will close for the next two weeks, at minimum.

The South Orange County Community College District understands the impact these school closures may have on some of our employees who may need to take leave for purposes of childcare. The District has been in contact with surrounding community college districts and, as a collective group, we have decided to address these concerns uniformly.

We are providing the following guidance for use of leave:

- Employees should use their available leave balances (accrued vacation, compensatory time, personal necessity or unpaid leave).
- Paid leaves (vacation or PN) other than sick leaves can be utilized for child care, elder care and other personal reasons. Unpaid leave can also be used for childcare and elder care, however, appropriate paid leaves must be used first.
- Leave without pay will not be approved if appropriate paid leave is available. Under certain circumstances, the use of leave without pay will be approved; however, this will be on a case-by-case basis with approval in advance from Human Resources.
- Full-Time faculty who will be off next week for spring break (March 16-20) will not need to request leave for the spring break time period.

It is very difficult to predict exactly how this situation will evolve over the next weeks and months. These measures are subject to change as the situation evolves, and additional measures will be considered as necessary.

Sincerely,

Kim Widdes
Acting Vice Chancellor of Human Resources
South Orange County Community College District
Direct 949-582-4348

