



MEMORANDUM

TO: ALL P&AA & UAW EMPLOYEES

FROM: Furquan Ahmed, Vice Chancellor, Human Resources

SUBJ: COVID-19 LEAVE UPDATE

DATE: March 17, 2020

The Wayne County Community College District continues to follow the Coronavirus (COVID-19) guidance of the Centers for Disease Control and Prevention (CDC), the Michigan Department of Health and Human Services, the Office of the Governor and the Wayne County Health Department. The District is taking decisive measures to protect its communities while continuing to deliver instruction and other services as evolving circumstances dictate.

WCCCD acknowledges that UAW and P&AA members may have a need to remain at home to provide essential child care or in the reasonable exercise of discretion related to personal health and wellbeing during this critical period through April 5, 2020. For this period these employees are free to utilize available sick leave. As such, these occurrences will be considered as excused absences.

The District does reserve the right to require the attendance of employees who it identifies as providing critical services.

UAW and P & AA employees who decide to stay home to care for children or because they fall into a vulnerable category must provide written notification by email of their decision to the president of the campus where they are assigned and/or their departmental Vice Chancellor and me. Employees must indicate whether they will be utilizing sick leave during any such absence from work. Naturally, employees who are themselves ill should take precautionary measures, stay home and otherwise follow sick leave notification protocols.

We continue to closely monitor global and national developments associated with the Coronavirus (COVID-19) and proactively take steps to ensure the health and well-being of our students, faculty and staff, and the communities that we serve.