



HUMAN RESOURCES DIVISION

FREQUENTLY ASKED QUESTIONS & ANSWERS

Year-End Holiday Travel, Sick Leave and Safety Updates Safety Advisory

November 24, 2020

- 1. I traveled out of town over the holiday break, I am deemed essential and required to report to work on-campus. Do I have to stay at home?**
Yes, if you traveled outside the State of California, you will be required to quarantine and not report to work for 14 days. The District will apply up to 80 hours (10-working days) of Emergency Paid Sick Leave (EPSL).
- 2. When does the 14-day quarantine begin and end?**
The 14-day quarantine period begins the day you return to California and that is counted as Day 1. Quarantine days are Monday through Sunday regardless of days you may be scheduled to work.
- 3. What kind of proof of out-of-state travel do I have to show?**
We will accept a copy of a paid bus, airline, ship or train ticket showing the dates of travel.
- 4. What if I traveled by personal vehicle?**
We will accept a copy of gas receipts or hotel accommodations showing the dates of travel.
- 5. What if I stayed with relatives and I did not drive?**
A declaration from a relative and signed by a notary in the state you traveled to, and a receipt for the notary service will be required.
- 6. What if I fail to provide copies of the receipts?**
If you do not provide verification of your travel, you will need to use your personal quota.
- 7. What if I want to work remotely from home for the 14-day quarantine? Who at my campus will tell me what I need to do?**
If you are deemed essential, your campus supervisor will determine if you can work remotely. If you are deemed essential and your supervisor determines you cannot work remotely, you will be required use the Emergency Paid Sick Leave (EPSL) up to the 80-hour limit.
- 8. What if I already exhausted the 80 hours of Emergency Paid Sick Leave?**
If you have already exhausted the 80 hours of Emergency Paid Sick Leave, you will need to use your existing quota, as the EPSL is only up to 80 hours. You cannot request a second EPSL. If you are out of quota, you will be placed on unpaid leave.
- 9. Will I be allowed to take EPSL if my travel plans extend into January 2021?**
No, the current EPSL expires on December 31, 2020. If your travel plans extend into January 2021, you will be required to use your existing quota.
- 10. If I informed you that I am traveling in advance and my travel was canceled, can I go to work?**
Yes, however, you must tell your supervisor prior to travel date and not after.

11. If I informed you that I traveled, and then informed you that I did not (to avoid the 14-day quarantine), can I go to work?

No, once you report you have traveled outside the State of California you will be required to quarantine for 14 days. This will constitute an act of dishonesty, and may be subject to progressive discipline.

12. What if my relatives who live with me traveled out of state, and I did not, will I be required to stay at home?

No, the order is only for those who have traveled themselves. If you would like to remain at home, that is your decision and you will need to use your available quota.

13. When will I be required to provide verification of my travel?

You will be required to provide verification when you report back to work.

14. I'm 65 or older and/or have a preexisting medical condition. The state and county have issued stay at home orders. What happens when I use up all my Emergency FMLA?

Eligible employees may take this leave if they are unable to work or telework due to the need to care for a minor child whose school or daycare is closed due to COVID-19. This leave expires on December 31, 2020. Employees who are 65 or older or have a preexisting medical condition, may apply for other leave provisions available to them under their existing collective bargaining agreement. They may also use the District B-32 process if they believe they require reasonable accommodation.

15. What if I have any additional questions?

You need to begin with your supervisor. If you are unclear, and require further clarification you may reach out to Employee and Labor Relations at GALLEGC@LACCD.EDU.

