

## 5.4.17 State of Emergency Leave

**Approved:** May 2023

**Policy:** The Piedmont Community College Board of Trustees approves state of emergency leave in accordance with recommendations issued by the Office of State Human Resources.

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to allow the College to apply an exception or addition to normal leave policies in times when a state of emergency has been declared. Such exceptions or additions must be authorized or recommended by the Office of State Human Resources.

#### **Definitions**

**Pandemic**—an outbreak and spread of an infectious/communicable disease over a wide geographic area that affects a high proportion of the population.

**State of Emergency**—a declaration made by the governor, local mayor, governing body of a municipality, county, chair of the board of county commissioners or the General Assembly. Declarations generally include a description of the geographical area covered and can include lists of prohibitions and restrictions on certain activities to promote public safety.

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**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority. The Vice President, Administrative Services/CFO has monitoring authority.

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### **Procedure:**

#### **Section 1: Effective Dates**

- 1.1. The effective dates of any exception or addition to other leave policies will align with declarations made by entities who have the authority to issue a state of emergency.
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**Legal Citation:** N/A

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**History:** Approved April 16, 2020; May 2022—updated definitions, May 2023