# LCC Statement of Practice (SOP)

**Stay Home When Sick**

**Issuance Date: August 21, 2023**

**Continuation of Stay Home When Sick Guidance**

Lansing Community College continues to follow the guidance of the [Centers for Disease Control and Prevention (CDC)](https://www.cdc.gov/flu/business/index.htm) with regard to employees who are sick.

Employees who are sick with an illness that may be communicable should not report to on-campus work. Employees who develop symptoms of a communicable illness while at work should promptly separate themselves from other workers and go home.

Further information and guidance from the CDC may be found on their Employee/Employer site at the link above.

Employees who do not have access to sufficient paid leave time may request hours from the Covid Sick Leave Bank. Instructions for use of this time can be found at this [link](https://www.lcc.edu/divisions-departments/financial-services/payroll/emergency-operations-pay.html).