

## 2025 Los Angeles County Wildfires

### Glendale Community College District – District Paid Fire Emergency Leave

The widespread wildfires across the local region have caused unprecedented devastation to the entire Glendale Community College community. In response, the Glendale Community College District has established a District-paid Fire Emergency Leave (FEL): dedicated leave to support GCC employees recovering from the impact of the January 2025 local wildfires.

#### This leave shall be available for the following purposes:

1. To cover leave taken by employees who reported or were known by the District to be unable to work remotely for any reason during the campus closure from January 8 to 14, 2025.
2. To cover additional absences taken by an employee who is determined by the District to be eligible for extended District -paid FEL for covered reasons as outlined below:
  - a. For an employee to recover from the loss of their primary residence to the local wildfires.
  - b. For an employee who is prohibited from returning to their primary residence due to evacuation requirements.
  - c. For an employee to address fire-related damage to their primary residence,
  - d. For an employee to provide shelter or caretaking to individuals who were displaced from fire impacted areas.
  - e. For parents or guardians of children whose school or childcare facility remains closed for fire related reasons.

#### This leave shall be applied in the following manner:

1. **Total FEL available to each employee shall not exceed 30 total working days.** FEL shall be applied in full-day increments on a date of covered absence equal to the number of hours an employee was/is assigned to work on the absence date. Employees must have an active assignment to be absent from.
2. FEL may be taken by an eligible employee on non-consecutive days for covered reasons described in Section 2.
3. **All leave taken under FEL must be completed by April 11, 2025**

#### FEL Application Process

To establish eligibility to take FEL beyond January 14, 2025, employees shall apply by utilizing this [this form](https://glendale.wufoo.com/forms/impacted-gcc-stafffacultyadministrators-form/). (<https://glendale.wufoo.com/forms/impacted-gcc-stafffacultyadministrators-form/>)

**All forms must be submitted by February 10, 2025.** The District shall make the determination on an employee's eligibility within 2 business days of submission.

If an FEL eligible employee must continue to remain out after exhausting their FEL, they will still be eligible to use their accruals.