

## Frequently Asked Questions

- 1. How should FML events be coded if an employee wants to utilize Pandemic Admin Leave due to an underlying or serious health condition?**
  - a. An employee out on a continuous approved FML event would not code admin leave – pandemic as this is pre-approved leave. If an employee is on an approved intermittent FML event, use of the admin leave – pandemic is permitted as long as the absence is not due to a reason for which the FML was approved.
  
- 2. Can employees be required to telework if they prefer to come into the office?**
  - a. No. County buildings are open to employees, so they can report to the office if they choose to. Please continue to reiterate the need for social distancing.
  
- 3. Some employees in my agency work more than 80.0 regularly scheduled hours over a two-week period. Are they only allowed 80.0 hours of Pandemic Admin Leave?**
  - a. Employees are allowed the equivalent of two weeks for the admin leave – pandemic.
    - i. Examples
      1. Fire 56 employee scheduled to work 96 hours in a two-week period is entitled to 96.0 hours
      2. Deputy Sheriff scheduled to work 87.5 hours in a two-week period is entitled to 87.5 hours.
      3. Police Officer scheduled to work 80.5 hours in a two-week period is entitled to 80.5 hours.