

Do not let what you cannot do interfere with what you can do. ~ John Wooden

Today’s Top Three Things to Know:

1. Job Matching Program Request form

Employees seeking support opportunities and/or additional work can now complete the [Job Reassignment Request by Employee](#) form and submit it to your Department HR Manager. Additionally, departments can request/offer support through your department HR Manger. Consider the Job Match Program if you:

- a. Are experiencing a need for additional support or lack of work (perhaps due to facility closure)
- b. **Please note:** The Employee Reassignment Request form is best viewed in Internet Explorer 11, Adobe PDF or Foxit. If prompted, check the box to “Add Current File to Privileged Location” and then click “OK.”

2. L202 Extension; Time Entry; EFML/EP SL; Unemployment

- a. **Extension of Administrative Leave – Pandemic (L202)** – The County Executive announced late this afternoon an additional two weeks of L202 with a posting deadline through May 8, 2020 for those employees who meet previously communicated criteria. To request the extension, complete the [L202 Request Form](#) and return it to your department HR representative.
- b. **Supplemental Administrative Leave** – As we transition to the new FFCRA EFML and EP SL, the County Executive also announced the implementation of a Supplemental Administrative Leave option to fill the gaps left by the federal program. Stay tuned for more information.
- c. **Additional CEX Announcements** are included in the County Executive’s 4-10-2020 email to all staff.
- d. **Time Entry and Approval** - Daily time entry/approval by employees/supervisors is strongly encouraged. Specific absence and attendance codes related to EFML and EP SL will be communicated soon.
- e. **Options after L202:** Request EFML/EP SL ([FFCRA Employee Request Form](#)); Telework (if possible); Job Match Program (see #1); or Code personal leave following your department’s leave request guidelines.
- f. **Unemployment:** An employee does NOT have to exhaust all accrued leave to be eligible for unemployment. Select “lack of work” or “reduction in hours” as the reason for application.

3. Learning, Development and Self-Care Resources

Check out the [OD&T](#) website for learning, development and self-care resources. Be sure to browse [Employee U](#) for the Stay Activated Webinar Series (keyword: Stay Activated). Other resources:

- a. [Mandatory Training](#)
- b. [Teams Virtual World Resources](#)
- c. [Wednesday Webinars from OfficePro](#)
- d. [Activate Your Potential Resource Listing](#)

Information and Resources:

- [Coronavirus Information for Employees](#) website
- [Fairfax County Emergency](#) blog
- [Fairfax County Health Dept](#) website
- [Centers for Disease Control](#) website; [Face Covering Guidance](#); [Make Your Own Face Cover](#)
- [Department of Labor](#) (<https://www.dol.gov/agencies/whd/pandemic>) Info on FFCRA
- [BurnAlong](#) Fitness & Wellness app (Sign up for FREE by using your county email address.)