

We cannot do everything at once, but we can do something at once. ~ Calvin Coolidge

Today’s Top Three Things to Know:

1. FFCRA Options, Resources and Forms

Families First Coronavirus Response Act specifies two specific components: Expanded Family Medical Leave (EFML) and Emergency Paid Sick Leave (EPSL). Complimenting these Leave options are L202 and the newly announced Pandemic Gap Leave (request form and leave code coming soon). Learn more:

- a. [FFCRA chart](#) for specific scenarios of EFML, EPSL and L202.
- b. Pandemic Gap Leave – Request Form and Time Codes for FOCUS coming soon.
- c. *NEW [Fact Sheet and FAQs – Pandemic Leave](#)
- d. [EFML Designation Notice and Rights Form](#) (Only for use with EFML due to school closures/child care)
- e. [Coronavirus Full FAQs](#) on FairfaxNet.
- f. [Pandemic Leave Employee Request Form](#); [FFCRA Employee Request Form](#)
- g. [Employee Job Match/Reassignment Request Form](#) NOTE: The employee completes this form.
 - 1. Include all job skillsets. You will not be matched to a position higher than their current grade.
 - 2. Complete Department and HR Manager fields with your current department HR Manager (not the department where you would like to support).

2. Update Your Beneficiaries

Fairfax County employees elect and maintain multiple beneficiaries - some are maintained online while others require a paper form. Use this table to make sure your beneficiaries are up to date.

Benefit	Manager	How to Check	How to Update
Life Insurance (Basic Group Term & Optional)	DHR-Benefits	Call DHR (703) 324-3311 Cannot be seen in FOCUS	Complete a Beneficiary Form and submit it to DHR
Retirement/Pension	Retirement Systems	Logon to your account www.fairfaxcounty.gov/retirement/	Complete and submit a paper beneficiary form to the Retirement Systems
Deferred Comp/457	T. Rowe Price	www.rps.troweprice.com	www.troweprice.com
Heath Savings Accounts with Cigna MyChoice Plan	Cigna/HSA Bank	www.MyCigna.com	www.MyCigna.com

- a. The Standard offers a “[Will Wizard](#)” to assist employees in creating a will
- b. Did you know the [EAP](#) offers all employees a complimentary 30-minute legal consultation?

3. Share Your Photos: Let’s Stay Connected

How are you doing during this challenging time? Have a great telework setup? Furry colleagues helping you get the job done? Assisting kids with online learning? Finding creative ways to connect with family/friends? What are you doing to stay healthy and balanced? Working on-site? How is your team staying safe? Show us! Send pictures (up to three), a brief description, your name and agency to tfi@fairfaxcounty.gov.

Information and Resources:

- [Zoom Conferencing Information](#); [Teams Virtual World Resources](#)
- [Daily Top Three for Employees](#); [Coronavirus Information for Employees](#)
- [Organizational Development & Training](#): [Activate Your Potential Resource Listing](#); [Employee U](#)
- [Resiliency Resources](#) and [LiveWell Newsletter Digest](#)