

Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible.

~ Francis of Assisi

A big shout out and thank you to all the Administrative Professionals. We are so appreciative of your hard work and dedication.

Top Three Things to Know:

1. Pandemic Gap Leave Request Form Now Available

Employees meeting the criteria for Pandemic Gap Leave should complete the Request form and submit it to their department HR representative for review and approval. Please note:

- a. Available for use from April 25, 2020 – December 31, 2020.
- b. Use of Pandemic gap leave DOES not affect leave accrual or length of service.
- c. The [Leave Transition Chart](#) compares criteria and appropriate use of gap leave, EFML, EPSL and L202.
- d. Additional guidance on [Opening Fillable PDF Files](#).

2. Timely Time Entry and Approval...Just do it!

With so many options available to accommodate our new normal, it is **essential** that employees and supervisors are vigilant about entering and approving time.

- a. [Using the COVID-19 Internal Order](#)
- b. [Enter a note on the timesheet](#)

3. Social Distancing and Face Coverings

Social distancing and face coverings are still recommended by the [Centers for Disease Control](#) and the [Fairfax County Health Department](#). Please continue to do your part to Slow the Spread.

- a. [Face Covering Guidance](#)
- b. [Make Your Own Face Cover](#)
- c. [Sew and no-sew masks instructions](#)
- d. [Dr. Gloria talks about face coverings](#)

Information and Resources:

- [Top Three Things to Know for Employees](#); [Coronavirus Information for Employees](#); [Coronavirus FAQs](#)
- [FFCRA chart](#) for specific scenarios of EFML, EPSL and L202.
- [Leave Transition Chart](#) includes County's Pandemic Gap Leave
- [Fact Sheet and FAQs – Pandemic Leave](#)
- [EFML Designation Notice and Rights Form](#) (For use with EFML due to school closures/child care.)
- [Using the COVID-19 Internal Order](#); [Enter a note on the timesheet](#)
- [Pandemic Leave Employee Request Form](#); [FFCRA Employee Request Form](#)
- [Job Reassignment Request by Employee](#); [Opening Fillable PDF Files](#)
- [Organizational Development & Training](#)
- [Resiliency Resources](#); [LiveWell Newsletter Digest](#); [BurnAlong](#)
- [Employee Assistance Program](#)
- [Zoom Conferencing Information](#); [Teams Virtual World Resources](#)