

Experience is a hard teacher because she gives the test first, the lesson afterward. ~ Vernon Law, MLB pitcher

Top Three Things to Know:

1. Request Forms

Numerous forms have been created to streamline requests for different types of leave and new programs.

Find links to these forms below:

- a. [Pandemic Gap Leave Request Form](#)
- b. [FFCRA Employee Request Form](#)
- c. [Pandemic Leave Employee Request Form](#)
- d. [Job Reassignment Request by Employee](#)
- e. [EFML Designation Notice and Rights Form](#)
- f. Additional guidance on [Opening and Completing Fillable PDF Forms](#)
- g. [Outside Employment Form](#)

2. Time Entry and Approval Guidance

Efficient time entry by employees and timely approval by supervisors is especially important during this time.

- a. [Leave Transition Chart](#) includes County Pandemic Gap Leave
- b. [Fact Sheet and FAQs – Pandemic Leave](#)
- c. [Using the COVID-19 Internal Order](#)
- d. [Entering Timesheet Notes](#)

3. Self-Care Resources

As we navigate this new normal, it is important to invest in self-care, which includes our physical, mental and emotional well-being, as well as personal and professional development.

- a. [OD&T Virtual Resources](#)
- b. [Mandatory County Training](#); [Employee U](#)
- c. [Resiliency Resources](#)
- d. [LiveWell Newsletter Digest](#)
- e. [BurnAlong](#) (Search “Fairfax County EFWC” for classes hosted by our Employee Fitness Center instructors)
- f. [Employee Assistance Program](#)
- g. [Face Covering Guidance](#); [Make Your Own Face Cover](#); [Sew and no-sew masks instructions](#)

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.
- [Centers for Disease Control](#)
- [Fairfax County Health Department](#)
- [Zoom Conferencing Information](#)
- [Teams Virtual World Resources](#)