

No member of the crew is praised for the rugged individuality of his rowing." ~ Ralph Waldo Emerson

Top Three Things to Know:

1. *NEW – Unemployment Guidance

Before filing for unemployment, employees are encouraged to review the information and resources below. Reviewing these before you start can help to streamline the application process. Be especially aware of eligibility criteria; entering correct information; and informing VEC when returning to full-time status.

- a. Virginia Employment Commission (VEC) [VIDEO: How to file unemployment claims](#)
- b. **NEW** [Unemployment Guide](#)
- c. [VEC COVID-19 Resources](#)
- d. [File an initial or weekly/continued claim](#)
- e. TAXABLE: Unemployment payments are taxable. Be sure to indicate if you want federal taxes withheld.

2. Sign Up for COVID Alerts

If you have not already signed up for COVID Alerts ([Coronavirus Daily Update](#)), take a moment to do so. The notices included important information but also highlight different resources. In a recent alert notification, the multi-lingual Dr. Gloria (Health Department Director) created a video of tips to stop the spread of COVID-19 in Spanish.

- a. Sign up for text message alerts [online](#) or by texting FFXCOVID to 888777

3. Coding Leave to Pay for Benefits

BENEFITS WILL NOT BE TERMINATED DUE TO UNPAID PREMIUMS. To avoid this situation, employees are encouraged to code enough annual and/or compensatory leave during the pay period that they are not working to enable the insurance and other deductions to be taken.

- a. It is **not necessary** to record a full 40 hours of annual or compensatory leave in a pay period.
- b. Record enough leave to cover the deductions for taxes, retirement, insurance premiums, etc.
- c. How much is enough leave? Follow this formula for an estimate of leave needed to cover premiums.
 - 1. From your pay stub, add the dollar amounts associated with all your benefit deductions using the current amounts (not year to date)
 - 2. Divide this total dollar amount by your hourly rate
 - 3. That number is the approximate number of hours needed to cover your benefit deductions.
- d. Direct questions on coding enough leave to your department HR representative (not DHR).

Info, Forms and Fact Sheets	Development and Support Resources
<ul style="list-style-type: none"> • Coronavirus Information for Employees • Fairfax County Emergency blog • Fairfax County COVID-19 website • Fairfax County Health Department • MOST RECENT - Leave Transition Chart • FACT Sheet Job Reassignment Guide • FACT Sheet Admin Leave - Pandemic • Opening and Completing Fillable PDF Forms • Using the COVID-19 Internal Order • Entering Timesheet Notes • NEOGOV Perform; NEO Help: Janet Adere 	<ul style="list-style-type: none"> • OD&T Virtual Resources • LiveWell Newsletter Digest • Zoom and Teams Conferencing Resources • Employee U • Mandatory County Training • Fairfax County Mentoring Program • Resiliency Resources • Centers for Disease Control • Face Covering Guidance