

I can't change the direction of the wind, but I can adjust my sails to always reach my destination. ~ Jimmy Dean

Today's Top Three Things to Know:

1. Options for Employees After L202

As employees approach the end of the Administrative Leave – Pandemic (L202) leave period, they should consider the following options:

- a. Complete the EFML/EPFL Request form and provide required paperwork to department HR staff.
- b. [Chart for guidance on Admin Leave-Pandemic \(L202\), EFML and EPFL](#)
- c. Telework (if possible).
- d. Job Match Program. Ask your department HR Manager about options for a temporary re-assignment to another division or department where support is needed.
- e. Code personal leave following your department's leave request guidelines.
- f. If considering filing for unemployment, please review the [Virginia Employment Commission](#) website and the [Coronavirus FAQs \(All Items\)](#) (search word "unemployment").
- g. Direct your questions on any of these options to your department HR Manager.

2. Internal Order Use with Regular, Comp & Overtime in support of COVID

Employees supporting COVID-related efforts through Regular (A101), Comp Time Earned (O101) or Overtime Pay (O201) should enter the COVID internal order number in on their timesheet.

- a. Enter COVID Internal Order number 4G71-000-025 in the "Internal Order" column next to corresponding absence/attendance code(s).
- b. Correct coding assists with accurate reporting and allows Fairfax County to maximize reimbursements.
- c. Be sure you are following your department's approval protocols for Comp and Overtime.

3. Self-Care and Support Resources for Employees

There are many things outside of our control, but the one thing we can control is our reaction to a situation. The Benefits team reminds of the following resources:

- a. Cigna EAP: [Confidential support](#), 24/7 for all Fairfax County employees and their household members
- b. Cigna Members: Access to [Happify](#) and [iPrevail](#)
- c. Kaiser Members: Access to [MyStrength](#)
- d. Weight Watchers: [Members](#) receive a free 60-day trial to [Headspace](#)
- e. BurnAlong: [Try a yoga or meditation class](#)
- f. Mindfulness Series: [Listen to recordings](#) of the recent Mindfulness webinar series
- g. Additional Resources: Try free, external apps such as [Insight Timer](#)

Information and Resources:

- [Coronavirus FairfaxNET website](#) ; [Coronavirus FAQs FairfaxNET \(All Items\)](#); or ([Most Recent](#))
- [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
- [FFCRA Guidance for Use of EFML and EPFL](#) or [Additional Guidance on L202, EFML and EPFL](#)
- [Employee U](#): Register for training through Employee U to ensure proper access to virtual sessions.