

**Today's Top Three Things to Know:****1. Using Admin Leave – Pandemic (L202).**

Questions continue to come in related to use of the Admin Leave – Pandemic (L202) code. Please continue to check out the COVID FAQs for the most recent information. Below are additional details:

- a. Absences related to COVID-19 should be coded **“Admin Leave – Pandemic” (L202)**
- b. Merit and non-merit employees are eligible for two weeks equivalent that can be used through April 12, 2020.
- c. During COVID-19, the County is still open for business so don't use Emergency Administrative Leave.
- d. If an employee is on pre-approved leave, L202 may NOT be used.
- e. L202 can be used for pregnancy
- f. L202 cannot be used for absences due to an employee feeling anxious or uncomfortable with working. Personal leave balances may be used if approved by supervisor.
- g. Employees should NOT code overtime or comp time earned if making up hours lost due to COVID-related absences. Flex schedules are encouraged.
- h. If absence is related to mandates from an employee's state of residence, coding of L202 is permitted.
- i. If an employee is prevented from returning home due to restriction on international travel, L202 is not permitted.

**2. Is our current work/life disruption a qualifying event window to cancel or decrease my dependent care Flexible Spending Election?**

Yes! You will need to contact the Benefits Division and request a Benefits Election/Change form and provide a letter from your daycare provider indicating you have suspended their services with the effective date. Please remember this change will be made effective the first of the month following receipt of change form and supporting documentation. IRS regulations do not allow us to process these changes retroactively.

**3. Reminder: Please Make an Appointment Before Visiting DHR**

To maintain social distancing, DHR has limited capacity for in-person visits.

- a. Representatives from Cigna, Standard and T. Rowe Price will continue to assist employees and retirees remotely. Please visit our contacts page for email addresses:  
<https://fairfaxcounty.sharepoint.com/sites/DHR/DHR-Benefits/SitePages/Contact-Us.aspx>.
- b. Other questions: Email or call HR Central [HRCentral@fairfaxcounty.gov](mailto:HRCentral@fairfaxcounty.gov) or (703)324-3311.

**Information Resources:**

- [Coronavirus FairfaxNET](#) webpage for employees
- [Coronavirus FAQs FairfaxNET \(All Items\)](#) or [\(Most Recent\)](#)
- [Center for Disease Control](#) website
- [Fairfax County Emergency](#) blog
- [Fairfax County Health Dept](#) website

**Training Resources:**

- [Employee U](#); Login is County email address; Password is County password