



Fairfax County Additional Leave Options for COVID-19 Issues (updated 5/18/2020)

Provided by:	Fairfax County	Fairfax County	Federal- FFCRA	Federal-FFCRA	Federal-FFCRA
<b>Leave Type:</b>	<b>Pandemic Leave</b>	<b>Gap Leave</b>	<b>Emergency Paid Sick Leave (EPSL) for you</b>	<b>Emergency Paid Sick Leave (ESPL) to care for others or lack of daycare for child(ren)</b>	<b>Emergency Paid Family and Medical Leave (EFML) due to childcare</b>
<b>Effective Period:</b>	March 15 - May 8, 2020	April 24 - Dec 31, 2020	April 1 - Dec 31, 2020	April 1 - Dec 31, 2020	April 1 - Dec 31, 2020
<b>Duration:</b>	Up to 6 weeks of pay (based on regular work schedule; prorated if less than full-time)	Up to 12 weeks of pay (based on regular work schedule; prorated if less than full-time) For use due to age 65 or over, maximum of 10 days at 2/3 pay with daily maximum of \$200 for a total benefit of \$2,000	Up to 2 weeks (80 hrs max) (based on regular work schedule; prorated if less than full-time)	Up to 2 weeks (80 hrs max) (based on regular work schedule; prorated if less than full-time)	Up to 12 weeks (based on regular work schedule; prorated if less than full-time)
<b>Pay coverage (subject to withholdings):</b>	100% of regular rate of pay	2/3 of regular rate of pay	100% of regular rate of pay	2/3 of regular rate of pay	2/3 of regular rate of pay
<b>Eligibility:</b>	Merit and non-merit employees (full-time, part-time, temporary and seasonal) on payroll as of March 15, 2020	Merit and non-merit employees (full-time, part-time, temporary and seasonal) on payroll as of April 1, 2020	Merit and non-merit employees (full-time, part-time, temporary and seasonal) on payroll for 30 days prior.	Merit and non-merit employees (full-time, part-time, temporary and seasonal) on payroll as of April 1, 2020.	All merit and non-merit employees (full-time, part-time, temporary and seasonal) on payroll for 30 days prior. EFML is an expansion of the Family and Medical Leave Act (FML) and counts toward the 12 weeks of FML. If you have used FML within the last 12 months, this will reduce the number of days you have coverage under EFML. Check your FML balance!
<b>Maximum payout benefit:</b>	regular work schedule (no overtime)	max. of \$200/day (total benefit of \$12,000)	max. of \$511/day (total benefit of \$5,110)	max. of \$200/day (total benefit of \$2,000)	max. of \$200/day (total benefit of \$12,000)
<b>Usage:</b>	Can be used intermittently	Can be used intermittently with working hours, earned annual leave, earned Comp time, or LWOP. If age 65+, can be used intermittently with sick leave. Note: accrued leave or LWOP cannot be coded on the same day as Gap Leave	Must be used in full day, consecutive increments	Must be used in full day increments/Can be used intermittently <b>For Daycare Only: Can be used intermittently with working hours, earned sick leave, earned annual leave, earned Comp time or LWOP.</b>	Can be used intermittently with working hours, earned sick leave, earned annual leave, earned Comp time or LWOP.
<b>Will leave accrual and years of service continue?</b>	Yes	Yes	Yes	Yes	Yes
<b>If you are unable to work or telework because:</b>					
1. I have been ordered to quarantine/isolate by Federal, State, or Local gov.	Eligible to request Admin Leave-Pandemic. Complete Pandemic Leave form; submit to supervisor.		Eligible to request FFCRA- EPSL. Complete request form; submit to supervisor. Supporting documentation from Medical provider required.		
2. I have been advised to self-quarantine by a health care provider	Eligible to request Admin Leave-Pandemic. Complete Pandemic Leave form; submit to supervisor.		Eligible to request FFCRA- EPSL. Complete request form; submit to supervisor. Supporting documentation from Medical provider required.		
3. I am experiencing COVID-19 symptoms and am seeking a medical diagnosis	Eligible to request Admin Leave-Pandemic. Complete Pandemic Leave form; submit to supervisor.		Eligible to request FFCRA- EPSL. Complete request form; submit to supervisor. Supporting documentation from Medical provider required.		
4a. I am caring for an individual who has been ordered to quarantine/isolate by Federal, State, or Local gov.	Eligible to request Admin Leave-Pandemic. Complete Pandemic Leave form; submit to supervisor.			Eligible to request FFCRA- EPSL. Complete request form; submit to supervisor. Supporting documentation from Medical provider required.	
4b. I am caring for an individual who has been advised by a health care provider to self-quarantine	Eligible to request Admin Leave-Pandemic. Complete Pandemic Leave form; submit to supervisor.			Eligible to request FFCRA- EPSL. Complete request form; submit to supervisor. Supporting documentation from a Medical provider required.	
5. I am caring for my child whose school/place of care is closed or child care provider is unavailable due to COVID-19 related reasons	Eligible to request Admin Leave-Pandemic. Complete Pandemic Leave form; submit to supervisor.			Eligible to request FFCRA- EPSL. Complete request form; submit to supervisor. Supporting documentation required. Runs concurrent with FFCRA-EFML for reasons of lack of daycare.	Eligible to request FFCRA- EFML. Complete request form; submit to supervisor. Supporting documentation required. Note: If you used all EPSL, the first 10 days of EFML is not covered, however you may use Annual, Sick Leave or Comp. Earned for the first 10 days.
6. I am experiencing any other substantially-similar condition specified by the U.S. Dept. of Health and Human Services				Eligible to request FFCRA- EPSL. Complete request form; submit to supervisor. Supporting documentation required.	
7. I lack of work due to closed facility and no alternative placement available	Eligible to request Admin Leave-Pandemic. Complete Pandemic Leave form; submit to supervisor.	Eligible to request Gap Leave. Complete both Job Reassignment and Gap request forms; submit to supervisor.			
8. I am age 65 or above	Eligible to request Admin Leave-Pandemic. Complete Pandemic Leave form; submit to supervisor.	Eligible to request Gap Leave. Complete Gap request form; submit to supervisor (Maximum of 10 days per week)			