

PANDEMIC LEAVE INFORMATION

as of 1 January 2021

For questions and details, reach out to your agency HR manager.



Admin Leave – Pandemic (L202)
Quarantine due to on-the-job exposure on/after May 9, 2020.

Accrued Leave (Annual, Sick, Comp, etc.)
Quarantine due to off-the-job exposure; to care for self or others; support distance learning.

Leave Without Pay (LWOP)
To care for self or others; support distance learning.

Paid Family Leave - PFL
When a positive diagnosis of COVID-19 results in complications leading to a serious health condition per the FMLA, with appropriate FMLA certification from a medical professional of an employee or an eligible family member, as defined by the Family Medical Leave Act (FMLA) of 1993 (as amended).


Description

- Typically 14 calendar days/10 work days.
- Merit and non-merit employees.
- Paid at 100% of regular rate of base pay.
- Pay is based on normally scheduled hours.

- Up to balance of leave as approved by supervisor.
- Merit and non-merit employees as eligible per leave type.
- Paid at 100% of regular rate of base pay.
- Pay is based on regularly scheduled hours.
- In accordance with [Chapter 10 of the Personnel Regulations](#).

- Up to limit approved by supervisor.
- Merit employees.
- Unpaid.
- Can be used intermittently.
- Can be used in hourly increments.
- Can be used with accrued leave on different days in pay period.
- Can be used with accrued leave on same day.

- Up to 6 weeks based on medical certification.
- All merit employees on/after 1st day of month following date of hire.
- 100% of regular rate of base pay based on assigned scheduled hours in FOCUS.
- Can be used intermittently.
- Can be used in hourly increments.
- Can be used with accrued leave on different days in pay period.
- Can be used with accrued leave on same day.
- [Paid Family Leave \(PFL\) webpage](#)
- [Paid Family Leave Guide Chart](#)
- [Paid Family Leave \(PFL\): Frequently Asked Questions \(FAQs\) and Scenarios](#)

PANDEMIC LEAVE INFORMATION as of 1 January 2021 Process for requesting leave based on situation		Admin Leave – Pandemic L202 Quarantine due to on-the-job exposure on/after May 9, 2020.	Accrued Leave (Annual, Sick, Comp, etc.) Quarantine due to off-the-job exposure; to care for self or others; support distance learning.	Leave Without Pay (LWOP) To care for self or others; support distance learning.	Paid Family Leave - PFL When a positive diagnosis of COVID-19 results in complications leading to a serious health condition per the FMLA, with appropriate FMLA certification from a medical professional of an employee or an eligible family member, as defined by the Family Medical Leave Act (FMLA) of 1993 (as amended).
Ordered or advised to quarantine or isolate by Health Department or county healthcare provider due to on-the-job exposure to COVID.		Complete Admin Leave - Pandemic Request form ; submit to supervisor.			
Ordered or advised to quarantine/isolate for exposure that was <u>not determined</u> by the Health Department or a county healthcare provider <u>to be due to on-the-job exposure</u> to COVID.			Submit request to supervisor.	Submit request to supervisor.	
To care for other person in quarantine/isolation.					
Support distance learning.					
When a positive diagnosis of COVID-19 results in complications leading to a serious health condition per the FMLA, with appropriate FMLA certification from a medical professional of an employee or an eligible family member, as defined by the Family Medical Leave Act (FMLA) of 1993 (as amended).					Submit PFL Request Form to agency HR staff. Supporting documentation will be required.