

Quarantine

Employee Status/Leave Options

Telework (if eligible work or Telework is available)

- ✓ Approved by Supervisor

Families First Coronavirus Response Act (FFRCA) Leave

- ✓ Pending a COVID test
- ✓ 80 hour limit (COVID related symptoms/illness)
- ✓ Expires 31 December 2020

Personal Accrued Leave

- ✓ Annual leave
- ✓ Sick leave

Leave Without Pay

Weather and Safety Leave

- ✓ Employees who had ACTUAL exposure to an infectious disease (but are not symptomatic) and need to be quarantined (confirmed by a public health authority); *(NOTE: employees in this scenario, who ARE symptomatic, must use Sick Leave and may NOT be granted weather and safety leave)*
- ✓ TAG approval required

Note: All leave request are subject to approval. COVID testing is recommended. A note from a physician may be required by the supervisor for sick absences in excess of 3 workdays to return to work.

HRO Benefits and Leave Specialist, Mr. Gary Reed (609) 562-0874