COVID-19 Employee Support Workflow

**START**

- **Are you ill with COVID-19 symptoms or medically at risk?**
  - Yes: Telework from home w/ supervisor approval.
  - No: Is there work to do?

- **Is there work to do?**
  - Yes: Use available accruals until exhausted.
    - And/or: Request voluntary furlough. If approved, file for unemployment.
    - No: Telework from home w/ supervisor approval.
  - No: Can work duties be fully completed from home?

- **Can work duties be fully completed from home?**
  - Yes: Submit FFCRA Leave Request.
  - No: Can work duties be partially completed from home?

- **Can work duties be partially completed from home?**
  - Yes: Submit FFCRA Leave Request.
  - No: Telework from home w/ supervisor approval.

**FFCRA Sick Leave + FFCRA Family Care**

- **FFCRA Sick Leave** at 100% pay will be used until exhausted.
- **FFCRA Family Care** at 66.7%* pay will be used until exhausted.
- Sick leave accruals will be used until exhausted.
- Vacation and/or comp time accruals will be used until exhausted.
- Partially telework from home w/ supervisor approval.
- Can work duties be fully completed from home?
- Yes: Submit FFCRA Leave Request.
- No: Can work duties be partially completed from home?

**FFCRA Childcare FMLA 66.7%** is 12 weeks available until December 31, 2020, but the employee must first use FFCRA Family Care at 66.7% for the first 10 days (max $2,000), then the remaining 10 weeks pay is at 66.7% (total maximum $12,000).

- **FFCRA Family Care** at 66.7%* pay will be used until exhausted.
- After 10 days FFCRA Childcare FMLA at 66.7%* pay will be used until exhausted.
- Partially telework from home w/ supervisor approval.
- Telework from home w/ supervisor approval.
- Choose voluntary furlough or use accumulated leave time to meet the regularly scheduled hours.

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*For Families First Coronavirus Response Act (FFCRA) Family Care, employee may use available sick, vacation and/or compensatory time accruals to supplement up to 100% of pay.

This information is provided to help you better understand COVID-19 related leave options. Contact Dr. George Lewis (glewis@lsps.org) to discuss your specific situation.