

COVID-19 Leave Scenarios

E Employee

F Family/Other

C Child care

	Employee Paid Leave	Emergency donated Leave ¹	Paid Administrative Leave ²	Leave without Pay
Leave limits	Any accrued balances	2 weeks maximum	Must be used prior to accessing Emergency Donated Leave Available until June 30, 2021	May have benefit implications if over 30 days
E Employee is sick with COVID-19	yes	yes	yes	if approved by supervisor
E Employee is exhibiting symptoms	yes	yes	yes	
E Employee is high risk, cannot telecommute and has been advised by provider to self quarantine or not come to work	yes	yes	yes ³	
E Employee is high risk, cannot telecommute and cannot otherwise be accommodated	yes	yes	yes ³	
E Employee* has had close contact with confirmed or suspected case, does not have symptoms, but has been advised by healthcare provider to self-quarantine	yes	yes	yes	
E Employee* has had close contact with confirmed or suspected case but does not have symptoms	yes	yes	yes	
E Employee* is not high-risk or symptomatic but chooses to self-quarantine because of potential exposure to COVID-19	yes	no	no	
E Employee chooses to go into leave without pay status before using all accrued paid leave	n/a	n/a	n/a	
E Employee* returns from international travel and is required to quarantine and cannot telecommute	yes	yes	yes	
F Employee is caring for someone other than a qualifying family member with COVID-19	yes, with supervisor approval; no sick leave	no	no	
F Employee is caring for qualifying family member with COVID-19	yes	yes	yes	
F Intern or short-term temporary (STT) is sick or caring for an individual with COVID-19 ⁴	yes, only for qualifying family members	no	no	
C Employee's child's school or childcare facility is closed and the employee is unable to telecommute	yes, regardless of whether they can telecommute	yes	yes	if approved by supervisor
C STT child's school or childcare facility is closed and the STT is unable to telecommute		no	no	
C Intern's child's school or childcare facility is closed and the intern is unable to telecommute		no	no	

* Depending on department, mission critical or first responder may be exempted

This document will be updated periodically as new information and guidance emerges.
Updated Jan. 12, 2021

1 Doesn't apply to STTs and interns. The employee needs to have exhausted their own paid leaves, including comp. time, executive leave, BTO, PAL and any regular donated leaves.
2 PAL is available for non-reps and members of participating unions, which can be found at <https://www.kingcounty.gov/audience/employees/emergency-information/Coronavirus/Accessing-Leave-during-COVID19/MOA-unions.aspx>.

3 The employee must be in a CDC high risk category.
4 Qualifying Individual: An employee's immediately family member, a person who lives in the employee's home, or a person with whom the employee has a relationship that creates an expectation that the employee would care for that person while quarantined.