

COVID-19 Leave Scenarios

E Employee

F Family/Other

C Child care

T Telecommute

	Employee Paid Leave	Emergency donated Leave ¹	Paid Administrative Leave ²	Emergency Paid Sick Leave Act (EPSLA) ³	Emergency Family and Medical Leave Expansion Act (EFMLEA) ³	Leave without Pay
Leave limits	Any accrued balances	2 weeks maximum	Must be used prior to accessing Emergency Donated Leave Available until Dec. 31, 2020	Full-time-80 hours maximum, Part-time-Prorated (eff. Apr. 1) May be used in any order Apr. 1–Dec. 31, 2020	Expansion of FMLA-12 week total annual still applies	May have benefit implications if over 30 days
E Employee is sick with COVID-19	yes	yes	yes	yes	no, but may be eligible for regular FML if severe case	if approved by supervisor
E Employee is exhibiting symptoms	yes	yes	yes	yes, if seeking medical diagnosis	no, but may be eligible for regular FML if severe case	
E Employee is high risk, cannot telecommute and has been advised by provider to self quarantine or not come to work	yes	yes	yes ⁴	yes	no	
E Employee* is high risk, cannot telecommute and does not want to come into workplace	yes	yes	yes ⁴	no	no	
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	yes	no	
E Employee* has had close contact with confirmed or suspected case but does not have symptoms	yes	yes	no	no unless advised by health care provider to self quarantine	no	
E Employee* is not high-risk or symptomatic but chooses to self-quarantine because of potential exposure to COVID-19	yes	no	no	no, unless advised by healthcare provider to self quarantine	no	
E Employee chooses to go into leave without pay status before using all accrued paid leave	n/a	n/a	n/a	n/a	n/a	
E Employee returns from international travel	yes	yes	yes	yes	no	
F Employee is caring for someone other than a qualifying family member with COVID-19	yes, with supervisor approval; no sick leave	no	no	yes, if qualifying individual ⁵	no	
F Employee is caring for qualifying family member with COVID-19	yes	yes	yes	yes	no, but may be eligible for regular FML if severe case	
F Intern or short-term temporary (STT) is sick or caring for an individual with COVID-19 ⁵	yes, only for qualifying family members	no	no	yes	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	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	yes	yes	
C Intern's child's school or childcare facility is closed and the intern is unable to telecommute		no	no	yes	yes	
T Employee has insufficient work or cannot perform work due to operational reasons	yes	n/a	n/a	n/a	n/a	if approved by supervisor
T Employee not normally able to telecommute but declines a temporary reassignment or work arrangement	yes	no	yes	no	no	

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

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 Applies to all employees, including STTs, interns, and mission critical and first responder employees, who can't otherwise work or telework. EFMLEA applies to all employees who have worked for the County for at least 30 days. Employees may use EPSLA and EFMLEA in any order they choose.
4 The employee must be in a CDC high risk category.
5 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.

This document will be updated periodically as new information and guidance emerges.
Updated May 11, 2020.

EPSLA may be used intermittently, if approved by the department, if they are either telecommuting, or if they need time off to care for a child; however, if it is used for childcare, it must be paid with hours worked or other leaves, so that the employee is paid for the entire day.

EFMLEA may be taken intermittently, if approved by the department, but the employee must either: (1) take the full day of federal pay (2/3 up to \$200) and not work; (2) take a full day of paid leave; or (3) use a combination of leave and hours worked, so that the employee is in pay status for the entire day.

