

COVID Time Banks

updated 4/6/20

Bank Name	Time allowed	reason for use	Form	Rules	Payroll Code
Travel bank (quarantine)	80 hours (pro-rated for part time)	if travel was approved 3/10/20 or prior, have to quarantine for 14 days	Travel Restriction Paid Leave Time Request form	employees will be paid for the 80 hours from this bank; employees do not need to use their own time and be reimbursed	TRT
COVID 19 Emergency Leave (First Responders/HC Providers not eligible)	80 hours (pro-rated for part time)	1. Employee has a COVID-19 diagnosis or is experiencing symptoms and is seeking a diagnosis. 2. employee is quarantined (including self-imposed quarantine) at the instruction of a HC provider, employer or government official in order to prevent the spread. 3. employee is caring for an immediate family member who has COVID-19 or is under quarantine related to COVID-19. 4. employee is caring for their child or other individual who is unable to care for themselves due to COVID-19 close of their school, child care facility, or other care program.	complete exception time report	Employees can use as of 3/29/20. Leave time will cease on 12/31/20. One time leave bank, once used will not receive additional amounts of this leave.	COV
				paid at employees regular rate/full pay for the 80 hours	
				Time is available to all employees including LTE's; Hours for part-time employees is based on a 6 month lookback.	

Emergency leave for Healthcare providers and first responders (provided by County Executive)	80 hours (pro-rated for part time)	1. Employee has a COVID-19 diagnosis or is experiencing symptoms and is seeking a diagnosis. 2. employee is quarantined (including self-imposed quarantine) at the instruction of a HC provider, employer or government official in order to prevent the spread. 3. employee is caring for an immediate family member who has COVID-19 or is under quarantine related to COVID-19. 4. employee is caring for their child or other individual who is unable to care for themselves due to COVID-19 close of their school, child care facility, or other care program.	complete exception time report	Employees can use as of 3/29/20, approved same as vacation time. If unused by first pay period of 2021, bank will be cashed out. Once used will not receive additional leave in this bank.	
EFMLEA (First Responders/HC Providers not eligible)	12 weeks	Employee unable to work/telework due to need to care for their own child under 18 due to school or care provider closures related to COVID 19.	Leave of Absence form; check EFMLEA box	effective April 2, 2020 (employees cannot use prior to April 2). Leave time will cease on 12/31/20.	
			no health care cert required	first 2 weeks unpaid- employee can use own benefit time or Emergency COVID leave time to be paid during first 2 weeks	
				remaining 10 weeks paid at 2/3rds employees salary.	
				employee must be employed at least 30 days with County	
				employee can use intermittently	
				Emergency responders and Healthcare providers are exempt and not approved to use the leave	
				Time is available to LTE's, provided they have worked for the County the previous 30 days	
				EFMLEA and FMLA run concurrently	

FMLA	12 weeks	serious health condition of employee or family	Leave of absence form		
			no health care cert required; may ask for medical documents later	all unpaid unless employee uses own time or uses Emerg COVID 19 Leave	
				EFMLEA and FMLA run concurrently	
				employees on FMLA prior to COVID remain status quo using benefit time or unpaid leave. Once return may be eligible for COVID banks. No Return to work slips required, but will need something if they have work restrictions	
Sick Leave	employee bank +sick leave for 2020			employees will be permitted to use unearned 2020 sick leave hours.	
Supplemental Sick leave	employee bank			employees will be permitted to use their supplemental sick leave	
Compensatory Time	0			We are not paying comp time for essential employees who must work their regular hours.	