



Frequently Asked Questions Related to COVID-19 Leave

1. Where can I find information on leave request related to COVID-19?

Information regarding the Families First Coronavirus Response Act (FFCRA or Act) is posted on ACPS website at <https://www.acps.k12.va.us/Page/526>. Explanation of the Act including Leave Request Form is available online. ACPS Communications Office has created a page on Canvas entitled 'Staff Support & Benefits During School Closures' with this information. The Canvas page is also linked to multiple places on the 'Staff Updates' portion of the 'ACPS-at-Home' site. Please refer your employees to contact HRBenefits@acps.k12.va.us so that Benefits Staff can assist them with leave requests or questions.

2. How is COVID-19 leave being submitted and tracked? Will there be a leave code in TimeClockPlus (TCP) for this? Are individual departments tracking this leave or is Human Resources tracking on behalf of employees?

Employees must contact hrbenefits@acps.k12.va.us to request leave under the Families First Coronavirus Response Act (FFCRA). If approved, Human Resources will place the employee on the two weeks of Emergency Paid Sick Leave and notify the supervisor and employee of the approval. Once the two weeks of leave are exhausted, the employee's supervisor must manage the employee's leave in TCP by charging leave for the days the employee is scheduled to work but is unable to do so.

3. Will employees first have to use their personal and sick leave before taking COVID-19 leave or do all employees get a covid leave "bank" of hours that can be taken for the qualifying reasons?

No, employees are not required to use their accrued sick and personal leave before taking the leave benefits under the Families First Coronavirus Response Act (FFCRA) assuming that they have met a qualifying reason related to COVID-19. Please refer employees to contact HRBenefits@acps.k12.va.us so that Benefits Staff can guide employees through this process.

4. I gave my supervisor my doctor's notes that recommend "employees to stay at home during this time due to their health conditions, if possible". Can I get paid sick leave under FFCRA?

All medical providers' notes must be sent to Human Resources at HRBenefits@acps.k12.va.us. Benefits Staff will review and determine whether an

employee's request for leave meets the qualifying reasons for leave under the Families First Coronavirus Response Act (FFCRA). Benefits office will communicate directly with employees and inform the employee supervisor if they have met the qualifying reasons to be on leave.

5. Can I self-quarantine without seeking a healthcare provider's advise and get paid sick leave?

You may not take paid sick leave under the FFCRA if you unilaterally decide to self-quarantine for an illness without medical advice, even if you have COVID-19 symptoms. You are eligible for paid sick leave if a health care provider directs or advises you to stay home or otherwise quarantine yourself because the health care provider believes that you may have COVID-19 or are particularly vulnerable to COVID-19, and quarantining yourself based upon that advice prevents you from working (or teleworking).

6. Can I take paid sick leave to care for any individual who is subject to a quarantine or isolation order or who has been advised to self-quarantine?

No. You may take paid sick leave under the FFCRA to care for an immediate family member or someone who regularly resides in your home. You may also take paid sick leave under the FFCRA to care for someone where your relationship creates an expectation that you care for the person in a quarantine or self-quarantine situation, and that individual depends on you for care during the quarantine or self-quarantine.

However, you may not take paid sick leave under the FFCRA to care for someone with whom you have no relationship. Nor can you take paid sick leave under the FFCRA to care for someone who does not expect or depend on your care during his or her quarantine or self-quarantine due to COVID-19.

7. Do staff over the age of 65 years who feel uncomfortable reporting to work during this time due to their higher risk condition qualify for this leave?

If an employee is part of a risk group that is identified in a Federal, State or local quarantine or isolation order, he or she may be eligible for the leave benefit under the Families First Coronavirus Response Act. Please refer employees to contact HRBenefits@acps.k12.va.us so that Benefits Staff can guide employees through this process. Benefits office will communicate directly with employees and inform employee supervisor if they have met the qualifying reasons to be on leave.

8. I am unable to report to work because my child school is closed, do I get paid?

Employees must contact hrbenefits@acps.k12.va.us to request leave due to a child's school closure. Human Resources will approve employees to utilize the Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act (FFCRA); approved employees may elect to use their accrued sick and personal leave to bring their pay to 100%. If elected, the employee's supervisor must enter leave in TCP for 1/3 the employee's work schedule so the employee will be paid at 100%. Please

refer employees to contact HRBenefits@acps.k12.va.us so that Benefits Staff can guide employees through this process.

9. What documents do I need to give in order to get paid sick leave or expanded family and medical leave?

When requesting paid sick leave or expanded family and medical leave, you must provide the following information: Your name; the date(s) for which you request leave; the reason for leave; and a statement that you are unable to work because of the above reason.

If you request leave because you are subject to a quarantine or isolation order or to care for an individual subject to such an order, you should additionally provide the name of the government entity that issued the order. If you request leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, you should additionally provide the name of the health care provider who gave advice.

If you request leave to care for your child whose school or place of care is closed, or child care provider is unavailable, you must also provide: the name of your child; the name of the school, place of care, or child care provider that has closed or become unavailable; and a statement that no other suitable person is available to care for your child.

All existing certification requirements under the FMLA remain in effect if you are taking leave for one of the existing qualifying reasons under the FMLA. For example, if you are taking leave beyond the two weeks of emergency paid sick leave because your medical condition for COVID-19-related reasons rises to the level of a serious health condition, you must continue to [provide medical certifications](#) under the FMLA.

10. If I am unable to report to work onsite or telework, am I entitled to paid sick leave or expanded family and medical leave?

If ACPS permits you to perform certain tasks or work a certain number of hours from home or at a location other than your normal workplace—and you are unable to perform those tasks or work the required hours because of one of the qualifying reasons for paid sick leave, then you may take paid sick leave.

Similarly, if you are unable to work because you need to care for your child whose school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, then you may take expanded family and medical leave. However, to the extent you are able to telework while caring for your child, paid sick leave and expanded family and medical leave is not available.