

DOAS Human Resource Administration

COVID-19 RELATED LEAVE OPTIONS

Criteria for Leave	Option 1: Accrued Leave and/or Compensatory Time	Option 2: Emergency Paid Sick Leave	Option 3: Emergency Family and Medical Leave	Option 4: Emergency Family and Medical Leave + Accrued Leave for first 10 days	Option 5: Emergency Family and Medical Leave + Emergency Paid Sick Leave first 10 days
<b>Leave Time Available</b>	<p>Refer to internal agency policy on.</p> <p>Dependent on available accrued leave and/or compensatory time.</p>	<p>Total of 2 weeks available, 80 hours or 10 days.</p>	<p>Total of 12 weeks available, or 480 hours or 60 days.</p>	<p>Total of 12 weeks available, or 480 hours or 60 days of Emergency Family and Medical Leave.</p> <p>Refer to internal agency policy. Dependent on availability of accrued leave.</p>	<p>Total of 12 weeks available, or 480 hours or 60 days.</p>
<b>Eligibility</b>	<p>All non-temporary, salaried employees with accrued leave.</p>	<p>All employees, regardless of tenure, to receive Emergency Paid Sick Leave if the employee is unable to telework due to an approved (i.e., qualifying) use for this leave.</p> <p><i>Exclusions apply for emergency responders and healthcare providers. Please consult with HRA on exclusions.</i></p>	<p>An employee must have been employed for at least thirty (30) calendar days.</p> <p><i>Exclusions apply for emergency responders and healthcare providers. Please consult with HRA on exclusions.</i></p>	<p>An employee must have been employed for at least thirty (30) calendar days.</p> <p><i>Exclusions apply for emergency responders and healthcare providers. Please consult with HRA on exclusions.</i></p>	<p>An employee must have been employed for at least thirty (30) calendar days.</p> <p><i>Exclusions apply for emergency responders and healthcare providers. Please consult with HRA on exclusions.</i></p>

<p><b>Qualifying Use</b></p>	<p>Any approved use under State Personnel Board Rule 16.</p> <p>Annual leave = any personal reason</p> <p>Personal leave = any personal reason</p> <p>Sick leave = for employee’s own illness; to care for immediate family member (as defined in Rule 16); or, because the employee has been exposed to a contagious disease and may reasonably expose others and endanger their health by being at work.</p>	<ol style="list-style-type: none"> <li>1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.</li> <li>2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.</li> <li>3. The employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis.</li> <li>4. The employee is caring for an individual<sup>1</sup> who is subject to a federal, state, or local quarantine or isolation order or has been advised by a healthcare provider to self-quarantine.</li> <li>5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions.</li> <li>6. The employee is experiencing any other substantially similar condition specified by the Secretary of</li> </ol>	<p>The only qualifying need under which an eligible employee may request Emergency Family and Medical Leave is when the employee is unable to work or telework due to a need for leave to care for the employee’s son or daughter under 18 years of age if the school or place of care has been closed, or the childcare provider of the son or daughter is unavailable to due to a public health emergency.</p> <p>Use of any prior conventional family and medical Leave will be considered based upon a rolling 12-month period, measured backward from the date an employee has used any Family and Medical leave for a qualifying reason and need.</p>	<p>The only qualifying need under which an eligible employee may request Emergency Family and Medical Leave is when the employee is unable to work or telework due to a need for leave to care for the employee’s son or daughter under 18 years of age if the school or place of care has been closed, or the childcare provider of the son or daughter is unavailable to due to a public health emergency.</p> <p>Use of any prior conventional Family and Medical Leave will be considered based upon a rolling 12-month period, measured backward from the date an employee has used any Family and Medical leave for a qualifying reason and need.</p>	<p>The only qualifying need under which an eligible employee may request Emergency Family and Medical Leave is when the employee is unable to work or telework due to a need for leave to care for the employee’s son or daughter under 18 years of age if the school or place of care has been closed, or the childcare provider of the son or daughter is unavailable to due to a public health emergency.</p> <p>Use of any prior conventional Family and Medical Leave will be considered based upon a rolling 12-month period, measured backward from the date an employee has used any Family and Medical leave for a qualifying reason and need.</p>
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<sup>1</sup> The USDOL has explained that the employee must have a personal relationship with the individual to qualify for Emergency Paid Sick Leave. A “personal relationship” means the relationship creates an expectation that the employee would care for the person. For example, an immediate family member or a roommate.

<b>Qualifying Use Cont'd</b>		Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.			
<b>Amount of Pay</b>	Regular rate of pay	<p>For qualifying uses 1 – 3 above, the employee’s leave is calculated at the regular rate of pay capped at \$511.00 per day and \$5,110.00 in the aggregate.</p> <p>For qualifying uses 4 – 6 above, the employee’s leave is calculated at two-thirds (2/3) the regular rate of pay capped at \$200.00 per day and \$2,000.00 in the aggregate.</p>	<p>For full-time salaried employees, the amount of compensation provided for Emergency Family and Medical Leave shall be no less than two-thirds (2/3) of the employee’s regular rate of pay provided pay shall never exceed \$200.00 per day or \$10,000 in the aggregate.</p> <p>The first two weeks, or 80 hours, of Emergency Family and Medical Leave are unpaid.</p>	<p>For full-time salaried employees, the amount of compensation provided for Emergency Family and Medical Leave shall be no less than two-thirds (2/3) of the employee’s regular rate of pay provided pay shall never exceed \$200.00 per day or \$10,000 in the aggregate.</p> <p>The first two weeks, or 80 hours, of Emergency Family and Medical Leave are unpaid, but the employee may elect to use available accrued leave to cover this gap at the regular rate of pay.</p>	<p>For full-time salaried employees, the amount of compensation provided for Emergency Family and Medical Leave shall be no less than two-thirds (2/3) of the employee’s regular rate of pay provided pay shall never exceed \$200.00 per day or \$10,000 in the aggregate.</p> <p>The first two weeks, or 80 hours, of Emergency Family and Medical Leave are unpaid, but the employee may elect to use Emergency Paid Sick Leave to cover this gap if the employee is unable to telework. Such Emergency Sick Leave is calculated at two-thirds (2/3) the regular rate of pay capped at \$200.00 per day and \$2,000.00 in the aggregate.</p>

\*For information regarding leave and earning codes refer to the following page: <https://sao.georgia.gov/human-capital-management/hcm-news>