

From: "Kent County, MI" <kentcountymi@public.govdelivery.com>

Subject: Paid COVID-19 Leave of Absence Procedure

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## Human Resources

February 7, 2023

### How to Request a Paid COVID-19 Leave of Absence

Current regular full-time and regular part-time employees are eligible to receive and use COVID-19 Paid Leave if they are unable to work (onsite or remotely), one of the reasons listed in the table below applies, and the leave is requested and approved in accordance with the procedure.

Each employee is limited to 240 hours of paid leave from June 28, 2021, through the procedure's expiration date.

An employee whose benefits include Sickness and Accident (S&A) disability is eligible for leave, for their own illness, only through the S&A 7-day elimination period. Thereafter employees who are covered under Sickness & Accident disability benefits may apply for benefits under that plan with LifeWorks.

At home COVID-19 tests are not accepted for the paid COVID-19 leave. COVID-19 tests must be lab verified, meaning done at an official testing site, doctor's office or healthcare facility.

Current Reasons for PAID COVID-19 Leave	Pay Rate	Pay Code
The employee is not permitted to report to work onsite because the employee has tested positive for COVID-19.	Regular Pay Rate	FFCU1
The employee is not permitted to report to work onsite because the employee is experiencing new or atypical symptoms consistent with COVID-19, as defined by the Centers for Disease Control and Prevention and is seeking testing or a medical diagnosis.	Regular Pay Rate	FFCU1
The employee is caring for a child in their household or their parent, and their parent or child is subject to quarantine or isolation related to COVID-19 (pursuant to a federal, state or local quarantine or isolation order or written communication, or written advice of a health care provider).	67% Of Regular Pay Rate	FFCU2
The employee is caring for their child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19 (subject to approval by the employee's Department Director or their designee).	67% Of Regular Pay Rate	FFCU2

Employees may use the above pay codes on their timesheet to avoid going without pay while they are applying for leave with Lifeworks. However, if the leave is not approved by LifeWorks within 2 pay periods, the Paid COVID-19 leave time will be restored to the bank and replaced with other leave time such as PTO or vacation.

#### To Apply:

1) [Click here](#) to complete and submit a Request for Leave form (under the Family Medical Leave Act) to your supervisor.

2) Within 24 hours from the first missed work time, contact LifeWorks to request the COVID-19 Paid Leave.

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- LifeWorks Reporting System: (888) 349-5917
- LifeWorks Customer Care Line: (888) 674-3652