



COVID-19 Emergency Leave Policy Frequently Asked Questions

In an effort to keep the workplace safe and ensure employees are able to take the time they need to recover from COVID-19 related illness and address COVID-19 related family issues, Coconino County offers COVID-19 Emergency Leave for employees who are sick with COVID-19, quarantining, awaiting COVID-19 test results, caring for a COVID-19 ill family member, or lack childcare due to COVID-19 related closures.

Regular status employees will receive forty (40) hours of COVID-19 Emergency Leave to use between the dates of October 16, 2021 and June 30, 2022. Part time employees will receive leave hours in proportion to the number of hours scheduled to work per pay period. If additional time is needed, Paid Sick Time, Paid Time Off, Vacation Leave or unpaid personal leave may be taken with supervisory approval, if available.

Q: When is the leave available?

A: The leave is available beginning on October 16, 2021. The Board of Supervisors approved the policy on Tuesday, October 26 with an effective date of October 16, 2021.

Q: Do I need a doctor's note to use this leave?

A: No. Employees who are awaiting COVID-19 test results or are quarantining in alignment with CDC guidance won't have a note and we don't want to place additional burden upon physicians' offices.

Q: Can I use this leave if my day care is closed due to a COVID-19 case?

A: Yes. Childcare facilities that are closed due to COVID-19 are one of the reasons this leave was developed.

Q: Can I use this leave if my child must be quarantined because they have been identified as a direct contact and must stay home from school?

A: Yes. The leave is intended to assist employees who are facing COVID-19 related family issues.

Q: When will the COVID-19 Emergency Leave Hours be available in Executime?

A: The hours will be available in Executime for use this pay period.

Q: I am a part-time employee, how much leave do I get?

A: Part-time, regular status employees will receive a pro-rated amount of COVID-19 Emergency Leave based on the number of hours they are scheduled to work

Q: How long do I need to work at the County before I can use the leave?

A: All regular status employees are eligible to use the leave as soon as needed. You do not need to be employed a certain amount of time prior to using the leave.



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Q: If I go home in the middle of the day because I am not feeling well, can I use less than a full day of leave?

A: Yes.

Q: I am a temporary employee, do I get this leave?

A: No. The leave is for regular status employees.

Q: What code should I use for this leave?

A: The Executime code for this leave is 379 - COVID-19 Emergency Leave.

Q: If my COVID related illness requires me to be off work for 3 or more consecutive days, do I need a doctor's note?

A: Yes. Employees who are off work three consecutive days need a doctor's note to return to work whether they code the time as PST, PTO or COVID-19 Emergency Leave.

Q: If I am out for an extended period of time due to COVID-19 and on FMLA, is there an FMLA code I should use?

A: Yes. If you are on an approved FMLA leave, the COVID-19 Emergency Leave hours will be used concurrently with the FMLA approved leave. The code for this leave is 389 -FMLA COVID-19 Emergency Leave.