# LEAVE OPTIONS

<table>
<thead>
<tr>
<th>Employee is out due to…</th>
<th>Work Schedule Options/Leave Options (Options/leave are generally used in the order listed)</th>
</tr>
</thead>
</table>
| 1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 | ● FFCRA Emergency Paid Sick Leave (100% of regular rate, up to $511 per day and total of $5,110)  
● Accrued Leave (Sick, Personal, Annual)  
● FMLA (standard unpaid may be an option if the employee tests positive) |
| 2. Employee has been advised by a healthcare provider to self-quarantine due to COVID-19 symptoms | ● FFCRA Emergency Paid Sick Leave (100% of regular rate, up to $511 per day and total of $5,110)  
● Accrued Leave (Sick, Personal, Annual)  
● FMLA (standard unpaid may be an option if the employee tests positive) |
| 3. Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis | ● FFCRA Emergency Paid Sick Leave (100% of regular rate, up to $511 per day and total of $5,110)  
● Accrued Leave (Sick, Personal, Annual)  
● FMLA (standard unpaid may be an option if the employee tests positive) |
| 4. Employee is caring for an individual who is subject to either 1 or 2 above | ● FFCRA Emergency Paid Sick Leave (⅔ of regular rate, up to $200 per day and total of $2,000)  
● Accrued Leave (Sick, Personal, Annual) |
| 5. Employee is caring for son or daughter whose school or place of care has closed, or the childcare provider is unavailable due to COVID-19 reasons | ● FFCRA Emergency Paid Sick Leave (⅔ of regular rate, up to $200 per day and total of $2,000)  
● FFCRA Extended Family and Medical Leave (unpaid for weeks 1 & 2, ⅔ regular rate of pay for weeks 3-12, up to $200 per day and $10,000 aggregate)  
● Accrued Leave (Sick, Personal, Annual) |
| 6. Employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor | ● FFCRA Emergency Paid Sick Leave (⅔ of regular rate, up to $200 per day and total of $2,000)  
● Accrued Leave (Sick, Personal, Annual) |
| 7. Voluntary Quarantine (no symptoms, able to work) | ● Accrued Annual or Personal Leave |
| 8. Employee’s own personal illness or injury, unrelated to COVID-19 | ● Accrued Sick, Annual, Personal Leave  
● FMLA (standard unpaid may be an option if eligible) |
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<td>9. Employee’s own personal leave plans, unrelated to COVID-19 (employee is on leave for an event unrelated to COVID-19; annual leave had already been approved and employee will continue with plans.)</td>
<td>● Leave as previously approved</td>
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