



Guidance for parents with children at home - August 2020

Options for parents with children at home who are either school-aged or younger whose school or childcare has closed because of COVID-19

The announcement that most schools will start remotely in fall of 2020 creates additional challenges for working parents, as does caring for elderly or sick family members. Please work with your supervisor and seek approval when pursuing the options below, and consult your HR Representative for more details.

- 1. Request an adjustment to your work schedule.** If you need to provide care or learning support for children during your usual workday, talk with your supervisor about whether an adjustment to your schedule could meet both your needs and the business needs of the county. It is recommended that you create a consistent schedule to allow for some predictability for both your home and work life.
*****Supervisors: Consider how you can support a schedule change and consult with your department's HR Manager if you have questions or concerns.**
- 2. Request COVID-19 related leaves. These leaves will expire on Dec. 31, 2020.** If you have not already utilized your allotment of these leaves, you may be eligible for one or more of them. <https://www.kingcounty.gov/audience/employees/emergency-information/Coronavirus/Accessing-Leave-during-COVID19.aspx>
 - **Paid Administrative Leave (PAL)** – Up to 80 hours for full-time non-represented employees and those in [bargaining units who have signed an MOU with the County to provide PAL](#). Part-time employees are eligible for a pro-rated number of hours. In certain circumstances, this leave can be used in partial day increments by both hourly and FLSA exempt staff. Use of this leave must be approved by your supervisor. PAL is not available for short-term temporary employees and interns. PAL Request Form: <https://kingcounty.gov/~media/employees/benefits/documents/leaves/paid-admin-leave-covid-form.ashx?la=en>
 - **Emergency Paid Sick Leave Act (EPSLA)** – Up to 80 hours for full time employees. Part-time employees are eligible for a pro-rated number of hours. Available to all employees (including short-term temporary employees and paid interns). Can be used in partial day increments by both hourly and FLSA exempt staff. If salaried employees are members of the Coalition and take part of the day as leave, their leave bank and their FML entitlement would both be decremented, but they would remain salaried (per the Coalition MOA). Salaried employees represented by other unions and non-reps who wish to take EPSLA in partial day increments should be converted to hourly status, per County policy. **Request Form:**

<https://kingcounty.gov/~media/employees/benefits/documents/leaves/families-first-leave-form.ashx?la=en>

- **Emergency Family and Medical Leave Expansion Act (EFMLEA)** – This option is available to employees (including short-term temps and paid interns) who have worked for the County at least 30 days and provides for partial salary replacement (alternatively, the employee may choose to use leave accruals for this leave in full-day increments). Please see your HR representative for more information about this leave. Only for taking care of children under age 18 or an older child incapable of self-care due to a mental or physical disability. **Request Form:** <https://kingcounty.gov/~media/employees/benefits/documents/leaves/families-first-leave-form.ashx?la=en>
- **Request leave from the Emergency Donated Leave Fund** – Available to employees who have exhausted their own paid leaves, including comp. time, executive leave, BTO, PAL, and any donated leave and are unable to telework, but will be caring for children at home because of a school closure. Not available to short-term temporary employees and interns. For more information and to request this leave please visit: <https://kingcounty.gov/audience/employees/emergency-information/Coronavirus/emergency-leave-donation.aspx>

3. **Request to use your own accruals for time off.** You can also request to use your leave balances (sick, vacation, BTO, etc.). For hourly employees this could mean taking two hours of vacation time and then logging six hours of work time. Currently FSLA exempt employees are not approved to use their own accruals in partial day absences, unless they are members of the Coalition and it is for EFMLEA.

*****Supervisors: Consider how you can support your employees request and consult with HR if you have questions or concerns.**

4. **Childcare for Essential Workers.** If you are designated as an Essential Worker there may be childcare available to you depending on where you live. If you are unsure if you have been designated as an Essential Worker, ask your supervisor. Please visit this website for more information. <https://www.kingcounty.gov/depts/community-human-services/COVID/child-care.aspx>
5. **Request an Unpaid Leave of Absence.** Ask your HR representative about the possibility of taking an unpaid leave of absence. Employees should also discuss potential impacts to employee benefits.
6. **Request to Have Your FTE/Pay Temporarily Reduced.** Ask your HR representative about the possibility of having your FTE temporarily reduced (e.g. a full-time employee who temporarily is reduced to a part-time employee, with similar reduction in wages).

*****Remember to consult with your HR representative to ensure that union contract language, any collective bargaining obligations and County policy are still being followed. There are**

implications for hourly employees when hours are increased or decreased on a particular day or worked on the weekends. Being creative must include following payroll laws and policies.

Additional Resources

Temporary Leave and Telecommuting Policy:

https://www.kingcounty.gov/~media/audience/employees/policies-forms/hr-policies/TEMPORARY_LEAVE_AND_TELECOMMUTING_POLICY_-_3,-d-,24,-d-,20.ashx?la=en

COVID-19 Related Leaves: <https://kingcounty.gov/audience/employees/benefits/leaves.aspx>

Emergency Leave Donation Program:

<https://kingcounty.gov/audience/employees/emergency-information/Coronavirus/emergency-leave-donation.aspx>

Free Parenting Guide: <https://kcemployees.com/2020/08/09/free-parenting-guide-for-king-county-employees/>

Balanced You Resources: <https://kcbalancedyou.com/category/coronavirus/>

Additional Resources for Supervisors:

<https://kc1.sharepoint.com/teams/UpFrontKingCounty/SitePages/Accessing-leave-for-COVID-19-reasons.aspx?la=en>

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