RETURN TO WORK at a glance

WHAT IF I AM READY TO GET BACK TO WORK?

1. WELCOME BACK!

   Employee will receive regular pay

WHAT IF I HAVE SPECIAL CIRCUMSTANCES RELATED TO COVID-19?

1. Employee Advised to Stay at Home (high risk per federal, state, or local order)
2. Employee has COVID-19, or is Waiting on Test Results
3. Employee is Caring for a Family Member who is subject to quarantine
4. Employee is Caring for a Child whose school/care facility is closed due to COVID-19

Once leave options are exhausted, may return to work or resign

WHAT IF SPECIAL CIRCUMSTANCES DON'T APPLY, BUT I'M CONCERNED ABOUT RETURNING?

1. Initial Pay
   - If able to and approved, employee works remotely

2. Leave Options
   - If unable to work remotely, must use available Annual and Sick Leave

Unable to Return
- Once leave options are exhausted, may be eligible for STD, LTD or unpaid leave or may resign

If unable to work remotely, complete Families First Coronavirus Response Act (FFCRA) leave request form and FMLA, if applicable

May be eligible for 80-hours of fully paid FFCRA leave, refer to form for additional leave options

Employee will receive regular pay

Annual and Sick Leave using regular procedures

Annual and Sick Leave using FFCRA leave, and FMLA, if applicable