

	EMSL	FPSL	EFML	FMLA
REASON	1. Employee COVID symptomatic. 2. Employee exposed to COVID. 3. Individual exhibiting COVID symptoms in employee's household. 4. Employee has underlying medical conditions putting them at high risk (if quarantine/isolate order issued).	Employee is unable to work or telework because: 1. Employee under Federal, State or Local quarantine/isolation order. 2. Employee advised to self-quarantine by medical provider. 3. Employee symptomatic & seeking medical diagnosis. 4. Employee caring for individual subject to quarantine/isolation. 5. Caring for son/daughter whose school/daycare closed/unavailable. 6. Substantially similar conditions as specified by Sec. of Health & Human Services.	Employee is unable to work or telework because employee caring for a son or daughter whose school or day care is closed/unavailable.	Serious Medical Condition for the employee or an immediate family member.
	Reasons can only relate to COVID19.	Reasons can only relate to COVID19.	Reasons can only relate to COVID19.	All serious medical conditions (including COVID19 diagnosis).
Who Qualifies?	All Executive Branch employees qualify.	Exec. Branch employees qualify on Day 1 of employment. (Non-essential employees only)	Exec. Branch employees qualify on Day 30 of employment. (Non-essential employees only)	Exec. Branch employee with at least 12 months employment and 1250 hours work and/or paid leave in the last 12 months.
How to Apply.	Request the use of the leave time to your supervisor who will route through chain of command.	Application/certification completed and emailed to your HR Liaison: Adair-Knott (Cyndi.Abrams@ky.gov) Knox-Woodford + Jefferson (LatreseV.Bellamy@ky.gov)	Application/certification completed and emailed to your HR Liaison: Adair-Knott (Cyndi.Abrams@ky.gov) Knox-Woodford + Jefferson (LatreseV.Bellamy@ky.gov)	Application/certification completed and emailed to your HR Liaison: Adair-Knott (Cyndi.Abrams@ky.gov) Knox-Woodford + Jefferson (LatreseV.Bellamy@ky.gov)
Amount of Leave Available.	10 working days.	10 working days.	Up to 12 weeks. EFML starts on Day 1, however, absences for working Days 1-10 must be coded to either LNPA, leave or approved FPSL for Reason #5.	Up to 12 weeks.
FMLA Tracking Code	No – do not use the FMLA tracking code.	Only use the FMLA tracking code for Reason #5 (child care/school closure due to COVID19). No, do not use the FMLA code for reasons 1, 2, 3, 4, and 6.	Yes, you must use the FMLA tracking code.	Yes, you must use the FMLA tracking code.

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Paid/Unpaid	100% Paid	Reasons 1, 2, 3 @ 100% Reasons 4, 5, 6 @ 2/3 rate of pay, with cap. Reason #4, 5, 6 require employee to code ANLL, COMP or LNPA for 1/3 of day. (SICK not allowed) .	Paid @ 2/3 rate of pay, with cap. Requires employee to code ANLL, COMP or LNPA for 1/3 of day. (SICK not allowed) .	Must use available leave balances concurrently with FMLA tracking code. LNPA only to be used after leave is exhausted, with FMLA tracking code.

When can the 10 days of sick leave be used. **This code is only to be use if the employee is out sick due to them experiencing symptoms related to the COVID-19 virus (fever, cough, and shortness of breath) or who may have been exposed to the virus and self-isolating.**

What code to use if using the 10 days for leave. **The code to use is EMSL. This code is only to be use if the employee is experiencing symptoms related to the COVID-19 virus (fever, cough, and shortness of breath) or who may have been exposed to the virus and self-isolating. Please notify the Division of HR if you have any employees using this leave type.**

EMSL (Waiting for test results) Max 10 days, if results are positive, then an additional 14 days.

Affected employees may get up to 40 hours of EMSL and then can request to use up to 40 hours of Federal Paid Sick Leave (FPSL) if needed. Once they have exhausted the 80 hours, they will use their own leave time.