



The following are the types of LOPD paid COVID-19 leave available to support you and your family when you are unable to work in office, telework, and have not previously exhausted Federal Leave entitlements.

Effective January 1, 2021 through March 31, 2021

	Who is eligible?	How much leave am I entitled to?	How do I request it?
LOPD Family First Paid Coronavirus Leave (TRC: PDCVL)	Employees that with one of the following: a) Order to quarantine/ isolation b) Self-isolation due to COVID-19 concerns c) Symptoms and awaiting diagnosis or test results d) Caring for other with order to quarantine/ isolation e) Child care (see EFMLA definition above) f) Other similar condition defined by Secretary of HHS	Up to 2 weeks/80 hours (incrementally or in a block of time) <u>Note:</u> Employees that have previously taken 80 hours of this leave are not entitled to additional PDCVL.	Submit request form to supervisor (applicable condition, and start/end date of leave)
LOPD Emergency Family and Medical Leave (EFMLA) (TRC: EFMLA)	Employees caring for a child under 18 years old if the school or place of care for the child has been closed or the childcare provider of such child is unavailable, due to public health emergency.	Up to 10 weeks of leave (incrementally or in a block of time) <u>Note:</u> Employees that have previously taken 10 weeks of this leave are not entitled to additional EFMLA.	Submit request form to supervisor (applicable condition, and start/end date of leave)

Supervisors should forward approved request forms to their District Defender, Deputy Chief, and HR. HR will email the employee, supervisor, district defender, and deputy chief approval or denial of request. Questions should be emailed to LOPD Human Resources at LOPD-HR@lopdm.us.