



**The following are the types of Coronavirus related leave available to support you and your family when you are unable to work in office or telework**

**Effective May 29, 2020, 2020 through December 31, 2020**

Type of Paid Leave	Who is eligible?	How much leave am I entitled to?	How do I request it?
<b>Family First Paid Coronavirus Leave</b>  (TRC: PDCVL)	Employees 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)	Submit request form to supervisor (applicable condition, and start/end date of leave)
<b>Emergency Family and Medical Leave (EFMLA)</b>  (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 12 weeks of leave (incrementally or in a block of time)	Submit request form to supervisor (applicable condition, and start/end date of leave)
<b>“Administrative Leave”</b>  (No longer available, as of May 29, 2020)  <b>Formerly - referred to as: Social Distancing Paid Administrative Leave per the</b>	None	None	<b>This leave option is not available, as of May 29, 2020.</b>

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@lopnm.us](mailto:LOPD-HR@lopnm.us).