

TEMPORARY WORKFORCE REDUCTION

Chart of Benefits COVID-19 Guidance Including Va. Retirement Service Policy Change Effective 6-1-20*

Status of Benefits	Reduced Schedule	Not Working
Healthcare	Continue employer paid contribution for premium	Continue employer paid contribution. Employee must pay employee portion to continue benefit
Service Credit for Retirement	Agency and employee contribution based on temporarily reduced salary rate Retirement Service credit continues Hybrid Plan members may adjust voluntary contributions on monthly rather than quarterly basis	No retirement contributions made and employees earn no service credit for periods of no earnings EXCEPTION: Full contributions made for employees receiving STD benefits. Retirement service received while on STD or LTD
Group Life Insurance	Continues Benefit is based on the reduced salary ¹	Continues Benefit is based on the reduced salary (see note)
Optional Life Insurance	Agency continues deductions of premiums	Employee must continue premium payments
Payroll Deductions	Deductions continue	Non-VSDP - No payroll deductions VSDP – Deductions continue from any benefit received
Annual Leave	<ul style="list-style-type: none"> • Accrual pro-rated based on hours worked in pay period • Cannot use leave to receive 100% pay • May use leave to cover absence only during scheduled work hours 	<ul style="list-style-type: none"> • No accruals • Balance retained until reinstated from TWFR • Above maximum carryover allowed if TWFR leave extends into new leave year • Cannot use leave during non-working status
Traditional Sick Leave	<ul style="list-style-type: none"> • Accrual pro-rated based on hours worked in pay period • Cannot use leave to receive 100% pay • May use leave to cover absence only during work hours. 	Balance retained until reinstated from TWFR
VSDP Leave	<ul style="list-style-type: none"> • Leave credited on January 10 is based on part-time status • The difference between full-time and part-time leave is credited when reinstated to full-time. • Cannot use F/P or SL to receive 100% pay • May be used to cover absence only during work hours 	<ul style="list-style-type: none"> • Balances retained until reinstated from TWFR • EXCEPTION: If TWFR continues through January 10, old balances expire. Leave for next year is credited when employee is reinstated from TWFR • Cannot use F/P or SL during non-working status
Holiday Leave	Receive holiday pay or compensatory time for the number of work hours scheduled for that day	None received
Compensatory Leave	<ul style="list-style-type: none"> • Balance retained • May be used to cover absences only during scheduled work hours 	At agency discretion: <ul style="list-style-type: none"> • Balance may be retained • Expiring balances may be extended to reflect TWFR absence; or • Pay out in lump sum.
Overtime Leave	<ul style="list-style-type: none"> • Balance retained • May be used to cover absences only during scheduled work hours 	Balance retained
Recognition Leave	<ul style="list-style-type: none"> • Balance retained • May be used to cover absences only during scheduled work hours. 	At agency discretion: <ul style="list-style-type: none"> • Balance may be retained • Expiring balances may be extended to reflect TWFR absence; or • Pay out in lump sum
Probationary Period	Continues, no extension	Extended by time subject to TWFR
VSDP Short-term and Long-term Working Disability	<ul style="list-style-type: none"> • Disability benefit continues • May not use annual, compensatory, overtime, or recognition leave to restore salary to 100% income replacement 	<ul style="list-style-type: none"> • Disability benefit continues • May not use annual, compensatory, overtime, or recognition leave to restore to 100% income replacement

¹ Benefits based on pre-TWFR salary rate for those having 20 or more years of service; based on reduced salary for those having fewer than 20 years of service.

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Chart of Benefits

COVID-19 Guidance Including

Va. Retirement Service Policy Change Effective 6-1-20*

Status of Benefits	Reduced Schedule	Not Working
Disability Credits	Employee may use in 8-hour increments when on STD or LTD-working status	Employee may use in 8-hour increments when on STD or LTD-working status
Workers' Compensation	<ul style="list-style-type: none"> Non-VSDP – Workers' Compensation benefit continues; Agency supplement ceases VSDP- Workers' Compensation and VSDP disability benefits continue 	<ul style="list-style-type: none"> Non-VSDP – Workers' Compensation benefit continues; Agency supplement ceases VSDP- Workers' Compensation and VSDP disability benefits continue
Leaves of Absence with Pay	Employees who are on Family and Medical Leave or other Leaves of Absence With Pay, including absences for illness or disability, are considered active employees. If their positions are identified for TWFR they will be notified and provided appropriate benefits.	Employees who are on Family and Medical Leave* or other Leaves of Absence With Pay, including absences for illness or disability, are considered active employees. If their positions are identified for TWFR they will be notified and provided appropriate benefits.
Service Credit for Annual Leave and/or VSDP	Employee continues to receive full service credit	Employee continues to receive full service credit
Unemployment Benefits	May be eligible Contact Virginia Employment Commission	May be eligible Contact Virginia Employment Commission

Chart of Benefits Specific to COVID-19 Public Health Emergency and Families First Coronavirus Response Act

Status of Benefits	Reduced Schedule	Not Working
Public Health Emergency Leave (PHEL)	Employee may use up to the designated amount as outlined in the Policy Guidance documents for COVID-19 only during scheduled work hours .	Employees may not access PHEL during TWFR as they are not scheduled to work.
FFCRA - Emergency Sick Leave (ESL)	Employees may not use ESL to offset a reduction in work hours. ESL may be used only for scheduled work hours for the six reasons defined in the Act.	Employees may not access ESL during TWFR. Eligible employees may access upon return from furlough until December 31, 2020
FFCRA – Expanded Family Sick Leave	Employees may not use FML to offset a reduction in work hours. Eligible employees may use expanded FML to care for a son/daughter under the age 18 who is unable to attend school/childcare due to closures related to COVID-19 only during scheduled work hours.	Unused Expanded FML is available until December 31, 2020. Expanded FMLA may not be continued or initiated during TWFR periods when the employee is not scheduled to work