

April 13, 2020

Dear Colleagues,

During this public health emergency, caring for ourselves and our families will help stop the spread of COVID-19. I am writing today to share new leave options available to you through the Families First Coronavirus Response Act (Act), federal legislation effective [April 1 to December 31, 2020](#).

The new options do not replace your existing leave options with the City. Rather, they enable you to take additional leave related to COVID-19 if you are unable to work, as outlined in the [U.S. Department of Labor poster](#). You may be eligible for up to 80 hours of additional paid sick leave, and up to 12 weeks of expanded paid family medical leave (expanded to enable care for your child), depending on your circumstances. Qualifying reasons – such as the need to care for oneself, care for others, or care for your child due to school closure – are outlined in the attached poster. Part-time employees have access to the same options pro-rated. More information will be provided as soon as it becomes available.

To ensure employees on City health plans get the care they need, COVID-19 testing costs and office visit copayment, or coinsurance, will be covered at 100 percent by the City of Seattle medical plan [through May 4, 2020](#). Plan information, and how to access your medical providers, can be viewed [here](#).

Also remember that the Employee Assistance Program (EAP) is available to you [24/7](#) for counseling, health, wellness and other resources. Connect with EAP at [1-888-272-7252](#) or [1-888-879-8274](#) (TTY), or online at <https://www.resourcesforliving.com/login>. The login for employees is: city of seattle. The password is: city of seattle.

We will provide more information on additional leave options shortly. If you have questions about the additional leave options shared in this message, or other resources available to you, please talk to your manager or reach out to [your department's HR group](#). We are here for you, always.

Stay healthy and safe.

Bobby

Bobby Humes
Director, Human Resources Department