



Sherriel Sullivan <sherriel.sullivan@pgcps.org>

Timekeeper Notice Aug 27 2020

1 message

Wilma Marks <wilma.marks@pgcps.org>

Thu, Aug 27, 2020 at 10:51 AM

Bcc: Sherriel.Sullivan@pgcps.org

Hello Timekeepers,

This is to clarify some inaccurate information in my previous Timekeeper Notice email.

I previously stated this:

If you have employees who have to go out for quarantine for COVID testing, please inform your payroll clerk right away. Please make sure the employee knows that the test result needs to be sent to HR and Payroll as soon as it is received.

The correction is that the results only need to be sent to Payroll, specifically to your payroll clerk.

I previously stated this:

If employees test positive, have to care for a family member who tested positive or have to request leave because childcare has been lost due to COVID, please inform them to contact Amana Simmons to request telework and if that is denied have them request leave thru Absence Management.

My information was inaccurate. Please follow these guidelines.

Any employee with a disability (which may include a physical or mental impairment or high-risk area related to COVID-19) may request an accommodation, including telework, in order to continue performing essential job functions. Accommodation requests should be emailed to the Equity Assurance Office (amana.simmons@pgcps.org) and will be processed under Administrative Procedure 4172 (see attached).

An employee needing temporary accommodations that are related to childcare or caring for an individual under quarantine, isolation, or medical care due to COVID-19, may submit a request to their direct supervisor for approval and review of a telework plan. Not all positions are conducive for telework; approval is on a case-by-case basis. Preauthorization from the supervisor and division chief is required. Fully authorized forms are submitted by each division Chief to the Chief Human Resources Officer at chro@pgcps.org for official notification of approval/denial.

An employee who is unable to work with modifications, including telework, due to childcare, caring for an individual under quarantine, isolation or medical care due to COVID-19, or other qualified reasons, may be eligible for paid sick leave and expanded family and medical leave until Thursday, December 31, as provided by the Families First Coronavirus Response Act. Employees may contact Absence Management at absence.mgmt@pgcps.org or visit their website for more information regarding the Family and Medical Leave Act (FMLA) eligibility.

Please always remember, if an employee is away from work, you must

- 1)inform the payroll clerk
- and
- 2)enter some kind of leave on the timecard

Sincerely,

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

Strategic, Input, Consistency, Connectedness, Relator

Click [HERE](#) to go to the **Payroll Office** Website!

Click [HERE](#) to go to the **Absence Management** Website!

Click [HERE](#) to go to the **Leave** (Use or Lose) **Calculator** for all PGCPS unions!

Click [HERE](#) to go to the **Internal Revenue Service (IRS) Tax Withholding Calculator**!

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