

# Kentucky Court of Justice Timekeeping Guidance for Employees During Public Health Emergency

Issued March 16, 2020, Revised April 15, 2020

On March 10, 2020, Chief Justice Minton announced to all Kentucky Court of Justice employees that up to 10 days of paid Emergency Sick Leave would be granted to employees that exhibit fever, cough, or shortness of breath or who may have been exposed to COVID-19.

On March 19, 2020, Chief Justice Minton announced 50/50 Scheduling and up to 37.5 hours of Special Leave every two weeks for all court clerk's offices to be used when the employee is scheduled out of the office during normally scheduled work hours.

On March 31, 2020, AOC Human Resources announced Federal Paid Sick Leave and Emergency Family and Medical Leave. ([FAQs](#) regarding this leave were provided on March 31, 2020.)

On April 7, 2020, Chief Justice Minton announced up to 37.5 hours each week of Special Emergency Directed Leave for those employees who are unable to telecommute and are at a high risk for severe illness from COVID-19.

We have received several questions regarding the appropriate use of these various leaves and have created the following frequently asked questions to help employees appropriately code time away from work.

## FAQs

- 1. I am exhibiting COVID-19 symptoms and I don't feel well. What should I do?**
  - a. Stay home from work when you are sick to help prevent the spread of illness to others.
  - b. Call the COVID-19 Hotline at 800-722-5725 for advice on care.
  - c. Report the absence(s) to your supervisor according to your internal office procedures.
  - d. Code the time you miss as Emergency Sick Leave, sick leave, annual leave or comp leave. *Check Federal Paid Sick Leave FAQs to see if this leave is available.*
  
- 2. When can I use Emergency Paid Sick Leave?**
  - a. You are absent due to a potential exposure to COVID-19.
  - b. You are absent due to exhibiting symptoms of COVID-19, such as fever, cough, and shortness of breath.
  - c. You are absent to care for a dependent that is exhibiting symptoms of COVID-19 or has been diagnosed with COVID-19.
  - d. You can use up to 10 days of Emergency Sick Leave.
  - e. Code the time you miss in the timesheet system as Emergency Sick Leave.

- 3. I don't feel healthy, but I don't think my symptoms are related to COVID-19 infection or exposure. What should I do?**
  - a. Stay home from work when you are sick to help prevent the spread of illness to others.
  - b. Report the absence(s) to your supervisor according to your internal office procedures.
  - c. Code the time you miss as sick leave, annual leave, or comp leave.
  
- 4. I feel healthy, but I had contact with someone who has tested positive for COVID-19 (laboratory confirmation). What should I do?**
  - a. Be cautious and stay home.
  - b. Call the COVID-19 Hotline: 800-722-5725 for advice on care.
  - c. Report the absence(s) to your supervisor according to your internal office procedures.
  - d. Code the time you miss as Emergency Sick Leave, sick leave, annual leave, or comp leave. *Check Federal Paid Sick Leave FAQs to see if this leave is available.*
  
- 5. I feel healthy, but I'm worried that I'm going to get COVID-19, and I don't want to be at work. What do I do?**
  - a. Talk to your supervisor about possible work options available to reduce your potential exposure to COVID-19, such as a modification in job duties, flexible scheduling or telecommuting.
  - b. Call the COVID-19 Hotline at 800-722-5725 for instruction and education.
  - c. Call the Kentucky Employee Assistance Program at 800-445-5327.
  
- 6. I feel healthy, but I'm worried that I'm going to get COVID-19 and the CDC has said that due to my age or medical condition that I am at a high risk for severe illness if I get it. What do I do?**
  - a. Talk to your supervisor about whether telecommuting is available to reduce your potential exposure to COVID-19.
  - b. If telecommuting is unavailable, submit an [application](#) for Special Emergency Directed Leave to the AOC HR Department.
  - c. If you are approved, code the time you miss as Special Emergency Directed Leave.
  
- 7. I feel healthy, but I have a dependent (child or senior citizen) exhibiting COVID-19 symptoms who requires my care. My dependent may have COVID-19, but we can't get a test. What should I do?**
  - a. Call your healthcare provider or the COVID-19 Hotline at 800-722-5725 for instruction and education.
  - b. Stay home and care for your dependent.
  - c. Report the absence(s) to your supervisor according to your internal office procedures.

- d. Code the time you miss as Emergency Sick Leave, sick leave, annual leave or comp leave. *Check Federal Paid Sick Leave FAQs to see if this leave is available.*
- 8. I came to work but my supervisor/manager/appointing authority sent me home, because I kept coughing and sneezing. What should I do?**
- a. Stay home from work when you are sick to help prevent the spread of illness to others.
  - b. If you think you may have COVID-19, call the COVID-19 Hotline: 800-722-5725 for advice on care.
  - c. Code the time you miss as Emergency Sick Leave, sick leave, annual leave or comp leave.
- 9. Schools or daycares have been closed and I have no one to watch my healthy dependent (child or senior citizen). I cannot leave my dependent(s). What should I do?**
- a. Talk to your supervisor to determine if any alternative work options are possible, such as flexible scheduling or telecommuting.
  - b. If no alternative work options are feasible, stay home and care for your dependent.
  - c. Report any absence(s) to your supervisor according to your internal office procedures.
  - d. Refer to the Federal Paid Sick Leave and Emergency FMLA FAQs to see if these leaves are available.
  - e. If those leaves are not available, code any time you miss as sick leave, annual leave, compensatory time or approved leave without pay.
- 10. What happens if I run out of Emergency Sick leave and regular sick leave but I am still sick or my dependent is still sick?**
- a. *Check the Federal Paid Sick Leave FAQs to see if this leave is available.*
  - b. If you have exhausted all other leaves, code any time you miss as annual leave or compensatory time.
- 11. What happens if I run out of Emergency Sick Leave, Federal Paid Sick Leave, sick leave, annual leave, and compensatory time but I am still sick or my dependent is still sick?**
- a. Code any time you miss as leave without pay.
  - b. Contact the AOC HR Department to see if you may be eligible for FMLA and/or Sick Leave Sharing as provided in Sections 7.03 and 7.04 of the [Kentucky Court of Justice Personnel Policies](#).

**COVID-19 Hotline (800) 722-5725**



## COVID-19 HEALTH TIPS

# When To Seek Care

To ensure the sickest people receive care, help minimize the spread of infection and maintain resources, please follow the guidelines below when considering whether to seek medical care.

### Stay home

If you are worried-well, **please stay home.**

Going to a hospital or doctor's office adds to a higher concentration of people and further overwhelms medical staff.

### Call for advice

If you are ill, **but would not have sought care** if not for COVID-19, do not seek care at an ER, hospital or doctor's office.

If you want advice, **call the Kentucky state hotline (1-800-722-5725) or call your local healthcare provider.**

### Seek care

If you are **sick and feel you have an emergency**, please call your doctor or **seek medical care.**

**Hospitals and medical staff across the commonwealth stand ready to serve you.**



Please visit [kycovid19.ky.gov](https://www.kycovid19.ky.gov) for the latest updates on COVID-19 in Kentucky or call the Kentucky state hotline at **1-800-722-5725**

