**COVID-19 Call in Procedure**  A close up of a sign

Description automatically generated

Please follow regular departmental call-in procedures during the COVID-19 emergency.  Your supervisor or station clerk will need to record additional information for pay coding purposes.

Due to the pandemic, some of the following additional questions will be asked when you are going to be absent.

Are you:

1. Sick with COVID-19 symptoms (e.g., fever, cough, shortness of breath)?
2. Under quarantine due to COVID-19 illness of a member of their household?
3. Under quarantine due to travel by plane outside of the state? If yes, what is the date you returned from your trip?
4. Caretaking for a child or dependent whose school, daycare or other care center is closed?
5. Unable to get to work due to change in MCTS schedule or routing **and** don’t have access to a car or ride?
6. Staying home because you are in a high-risk category and staying home to self-quarantine?

**If you answer yes to any of the above questions, you will be asked how long do you expect to be off work.**

**If you would like to file for FMLA due to a positive COVID-19 test for yourself or a family member, you may call the FMLA line at 1-888-436-9530 or online at timeoff.sedgwick.com**