



Request for Emergency Paid Sick Leave or Emergency Family Medical Leave related to COVID-19

Name: Click or tap here to enter text.

- Emergency Paid Sick Leave (must be used in one-hour increments)
- Emergency Family Medical Leave

Dates requested: Click or tap to enter a date. through Click or tap to enter a date.

Total number of hours requested: Click or tap here to enter text.

Reason for Leave Request (Employee should use one of the reasons outlined in the COVID-19 EPSL and EFML Covered Uses below): Click or tap here to enter text.

Employee Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Approved Denied

Comments: Click or tap here to enter text.

Accounting Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

EPSL and EFML Covered Uses:

1. Employee is subjected to a federal, state or local quarantine due to COVID-19.
2. Employee has been advised by a health care provider to self-quarantine.
3. Employee is experiencing symptoms of COVID-19 and seeking medical diagnosis.
4. Employee is caring for individual because of #1 or #2 above. (Note this does **not** have to be a family member).
5. Employee must care for a child whose school or care provider is closed due to COVID-19 (day care, pre-school, K-12 only; college not included).
6. Employee is experiencing a similar condition as specified by Health and Human Services, DOL or Treasury.

Emergency Paid Sick Leave (EPSL) – When one of the above covered uses is triggered, the employer will provide up to two weeks (80 hours) of paid sick leave for *full-time employees* regardless of the employee's length of employment. *Part-time employees* receive the equivalent of the average number of hours they work in two weeks.

Compensation: For reasons #1-3 above, EPSL will be paid at the employee's regular rate of pay, capped at \$511/day and \$5,110 total. For reasons #4-5, EPSL will be paid at 2/3 the employee's regular rate of pay (but will at least be minimum wage), capped at \$200/day and \$2,000 total. Reason #6 will depend upon what the trigger is. If the employee is the one affected it will be at the regular rate of pay; if the child triggers it, it will be at 2/3 compensation.

Emergency Family Medical Leave (EFML) – When #5 above is triggered, the employer will provide up to 10 weeks of paid family and medical leave for employees that have been employed for at least 30 days.

Compensation: The first 10 days off is unpaid (although the employee may substitute with EPSL, any accrued PTO, etc. to get paid); thereafter, the employee shall be paid *not less than 2/3 of their regular rate of pay (but at least minimum wage) based on the number of hours the employee is scheduled to work, capped at \$200/day and \$10,000 total.*

Required Documentation - The employee must provide the following in writing:

- The employee's name;
- The date or dates for which leave is requested;
- A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason *; and

- A statement that the employee is unable to work, including by means of telework, for such reason.

* In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

The employee should discuss the need for EPSL or EFML with their principal, the ED, and HR.