

Emergency Paid Sick Leave Act (EPSLA)

The Emergency Paid Sick Leave Act (EPSLA) is a temporary paid leave policy in effect from April 1, 2020 through December 31, 2020. EPSLA provides partial and full paid leave, subject to maximum limits, to employees who are unable to work or telework due to one of the following reasons:

- Personal (*full pay, up to \$511.00 per day*)
 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- Care of Others (*2/3 or partial pay, up to \$200.00 per day*)
 4. The employee is caring for an individual who is subject to an order as described in reason (1) or has been advised as described in reason (2).
 5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions.
 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Regular full-time employees, who work 40 hours may request up to 10 Days (80 hours) of EPSLA beginning April 1, 2020 through December 31, 2020. If an employee works less than 40 hours, he/she will be granted a pro-rated amount of EPSLA leave hours based on a typical two-week schedule. For example, if you work 32 hours per week, you will be eligible for 64 hours of EPSLA, which represents 10 days of pay with a day, each day valued at 6.4 hours. If your hours vary weekly, we will use a 6 month look back to establish your weekly average. EPSLA time may be used in no less than 1-hour increments.

To request this leave, you must submit a COVID-19 Leave Request Form to the Human Resources Manager as soon as possible. There are two types of EPSLA Leave, please indicate either 'EPSLA-Self' or 'EPSLA-Care of Others' with a description of the reason for leave as outlined above for your request.

Paid EPSLA will not count as hours worked for overtime purposes. Any unused time will be forfeited upon separation of employment.

Please note that EPSLA, Emergency Family Medical Leave Expansion Act (EFMLA), FMLA, and Paid Medical Leave Act (PMLA) have different documentation and reporting requirements. We recommend that you work with your Human Resources Manager to properly request and document any leave related to medical or COVID-19 related absences. If you have questions on EPSLA, please see your Human Resources Manager.

Full details of EPSLA can be found on our workplace Labor Law posters, which are located in the Placement Department.

