**Emergency Paid Sick Leave**

Effective April 1, 2020, the Emergency Paid Sick Leave (EPSL), under the Families First Coronavirus Act, allows eligible employees to take up to eighty (80) hours of paid sick time for certain qualifying reasons related to the coronavirus.

Eligibility for EPSL

In order to be eligible for an E-FMLA leave, a full-time or part-time employee must have been on the company’s payroll for thirty (30) days prior to commencement of the leave.

Reasons for EPSL

Employees who meet the eligibility requirements described above are eligible to take up to eighty hours when the employee is unable to work (or telework) because the employee:

1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

2) has been advised by a health care provider to self-quarantine related to COVID-19;

3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);

5) caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or

6) is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Compensation

Eligible employees may receive the following EPSL:

* **Full-time employees**: 80 hours of pay at the employee’s regular pay rate. When the absence is due to caring for a family member (4, 5, and 6 above), EPSL is paid at two-thirds the employee’s regular rate.
* **Part-time employees**: Pay will be in accordance to the number of hours the employee works, on average, over a two-week period.

The following notes any limitations on pay for reasons related to:

* an employee’s own illness or quarantine (1, 2, and 3 above), paid leave under this policy is limited to $511 per day ($5,110 in total); and
* an employee providing care for others or school closures (4, 5, or 6 above), EPSL is limited to $200 per day ($2,000 in total).

Employees may use EPSL during the first two weeks of Emergency Family Medical Leave Expansion (EFMLEA).

Requesting Use of EPSL

Employees must give notice as soon as possible and provide the qualifying reason for leave, a statement that the employee is unable to work (or telework) for that reason, and anticipated leave date(s). Employees should follow regular reporting procedures as noted in the Attendance policy.

Employees should provide documentation supporting the absence, such as a copy of the quarantine or isolation order, written documentation from a health care provider advising self-quarantine. For employees using leave to care for a child, examples include a notice posted on a government, school, or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care, or child care provider.

Employees should contact [*insert here*] with any questions about EPSL.

Retaliation

[ORGANIZATION] will not retaliate against employees who request or take leave in accordance with this policy.

Effective date

This policy is effective April 1 through December 31, 2020. Leave taken prior to April 1 does not towards the emergency paid sick leave outlined in this policy.