

Emergency Paid Sick Leave (EPSL)

Eligible:

- Employees, upon first day of hire

Provides:

- Up to 80 hours of compensation (pro-rated for part-time workers)

Compensation:

- Reasons 1-3 below: Regular rate of pay up to \$511 per day, and \$5,110 in aggregate.
- Reasons 4-6 below: two-thirds of the regular rate of pay up to \$200 per day, and \$2,000 total in aggregate.
- This leave is separate from accrued annual leave and sick leave.

Eligible reasons to use EPSL:

To care for self:

1. Subject to a government quarantine or isolation order due to COVID-19 (if not instructed by state or federal quarantine need to provide documentation);
2. Advised by a healthcare provider to self-quarantine due to COVID-19 (documentation required);
3. Experiencing the symptoms of COVID-19 and are seeking a diagnosis (documentation required);

To care for others:

4. Caring for an individual subject to or advised to quarantine or isolate (documentation required);
5. Caring for a son or daughter whose school or childcare is closed or unavailable due to COVID-19 (required for day care closing); or
6. Experiencing substantially similar conditions as those specified by the Secretary of Health and Human Services in consultation with the Secretaries of Labor and Treasury.

Required documentation:

For EPSL, the employee is required to provide “appropriate documentation” identifying the reason for requesting leave, a statement that the employee is unable to work (including telework) for that reason, and the date(s) for which leave is requested. This documentation may include:

- The source of any quarantine or isolation order and may include a copy of the Federal, State or local quarantine or isolation order related to COVID-19 applicable to the employee.
- The name of the health care provider who has advised the employee to self-quarantine, including, for example, written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19.

Emergency Family and Medical Leave

Eligible:

- Employees employed 30 days or more
- Employees unable to work (or telework) due to caring for a child whose school or childcare is closed or unavailable due to COVID-19

Provides:

- Up to 12 weeks of job protected leave
- This leave is subject to the FMLA 12-week annual maximum

Compensation:

- First 10 days of the leave are unpaid, may substitute EPSL, annual leave, or sick leave.
- Ten remaining weeks of leave are paid at two-thirds of the regular rate of pay, not to exceed \$200 per day and \$10,000 in aggregate.
- This leave is separate from accrued annual leave and sick leave.

Required documentation:

If an employee takes EPSL and/or FMLA+ to care for his or her child whose school or place of care is closed due to COVID-19, employees again must provide “appropriate documentation” in support of leave. Examples include:

- A notice that has been 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