



## **Emergency Paid Sick Leave Act (EPSLA)**

Under the EPSLA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave 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. Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the EPSLA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.

### **Duration of Leave:**

**For reasons (1)-(4) and (6):** A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### **Calculation of Pay:**

**For leave reasons (1), (2), or (3):** employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4) or (6):** employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For leave reason (5):** employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave)

### **How to request Leave**

In order to use the EPSLA Leave, you must submit the attached form and required documentation. Once the form is completed, the employee will submit the form and supporting documentation to their supervisor. The employee is responsible for sending the form signed by the supervisor and supporting documentation to Kizano HR for approval. Kizano HR will notify the employee once approved and will also provide timekeeping instructions.

Additional resources can be found by clicking on the links below

<https://www.dol.gov/agencies/whd/ffcra>

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>



## Kizano Request for Leave (COVID-19)

Employee Name (print clearly): \_\_\_\_\_

Agency/Contract Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Requested Leave Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The amount of emergency paid sick leave being requested is \_\_\_\_\_ hours.

[Optional: I wish to take intermittent leave for reason #5 below, during the following days and hours:]

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

I am requesting this emergency paid sick leave due to my inability to work (or telework) because (check the appropriate reason below):

- 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 4) I am caring for an individual who is subject to either number 1 or 2 above.
- 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions; and,
  - I attest that no other suitable person is available to care for my child during the requested period of leave.
  - I attest special circumstances exist requiring my need for leave to care for a child ages 15-17.
- 6) I am experiencing another substantially similar condition specified by the secretary of health and human services.

I have attached documentation supporting my need for leave.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Department Rep. Signature \_\_\_\_\_ Date \_\_\_\_\_



**Employee Statement Supporting Leave**

I, \_\_\_\_\_, provide the following information in support of my request for emergency paid sick leave (complete all that apply):

**Leave due to a government-issued quarantine or isolation order**

Name of the issuing government agency for the quarantine or isolation order:

\_\_\_\_\_

Effective dates of the order: \_\_\_\_\_

**Leave due to a health care provider's advice to self-quarantine**

Name of the health care provider advising me or the individual I am caring for to self-quarantine: \_\_\_\_\_

Written documentation is available and attached:  Yes  No

Name and relation of the individual who I am needed to care for:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

**Leave due to a school or place of childcare closed due to COVID-19**

Name of school or place of care: \_\_\_\_\_

Name of child caregiver unavailable due to concerns related to COVID-19:

\_\_\_\_\_

Name and age of child or children I am needed to care for:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

No other suitable person is available to care for my child for the requested leave period due to:

\_\_\_\_\_

\_\_\_\_\_

The special circumstances requiring my need for leave to care for a child ages 15-17 are:

\_\_\_\_\_

\_\_\_\_\_



**Leave due to a substantially similar condition specified by the secretary of health and human services**

Provide details regarding the need for this leave:

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I attest that the above information is accurate and complete. I understand falsification of any information given may lead to disciplinary action.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_