**Federal Emergency Paid Sick Leave Act (EPSL) Policy**

Starting on April 1, 2020 you will have EPSL immediately available for use. The available EPSL ends on December 31, 2020 and does not carry over into 2021.

**Qualifying reasons to take leave:**

You may only use your EPSL for the following reasons:

1. You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. You are experiencing symptoms of COVID-19 and are seeking medical diagnosis.
4. You are caring for an individual who is subject to an order as described in 1 or 2 above.
5. You are caring for your child because the child’s school or place of care has been closed due to COVID-19 or your childcare provider is unavailable due to COVID-19 precautions.
6. You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Service in consultation with the Secretary of the Treasury and the Secretary of Labor.

Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and “incapable of self-care because of a mental or physical disability” at the time EPSL starts.

**Pay during leave:**

Full-time employees[[1]](#footnote-1): If you are a full-time employee you will receive 80 hours of EPSL paid at your regular rate of pay[[2]](#footnote-2) with the following restrictions:

1. If you are absent for reasons 1, 2, or 3 above you will be paid at your regular rate of pay, up to $511 per day, up to a maximum of $5,110.
2. If you are absent for reasons 4, 5, or 6 above, you will be paid at two-thirds (2/3) of your regular rate of pay, up to $200 per day, up to a maximum of $2,000.

Part-time employees[[3]](#footnote-3): If you work a part-time schedule you will receive a prorated amount of hour of EPSL paid at your regular rate of pay with the following restrictions:

1. You will receive EPSL hours that equal the number of hours that you work on average over a 2-week period.
2. If you are absent for reasons 1, 2, or 3 above you will be paid at your regular rate of pay, up to $511 per day, up to a maximum of $5,110.
3. If you are absent for reasons 4, 5, or 6 above, you will be paid at two-thirds (2/3) of your regular rate of pay, up to $200 per day, up to a maximum of $2,000.

Employees with Variable Schedules:[[4]](#footnote-4) If you work a variable schedule you will receive a prorated number of hours of EPSL, paid at your regular rate of pay with the following restrictions:

1. You will have your available hours of EPSL calculated in one of the following methods, whichever is most applicable:
2. The average number of hours you are scheduled per day over the previous 6-month period ending on the date you request to start leave. The average number of hours would include all paid time off taken during those 6 months.
3. If you haven’t worked 6 months, then you will be paid the average number of hours of work per day that was reasonably expected at the time the you were hired.

**Reasonable Notice of Need for Leave:**

If you need to use your EPSL, you need to provide us with as much notice as possible and that is practicable under the specific circumstances of your situation for requesting the leave.

**Use of other Paid Time Off:**

If you would like to supplement the wages paid under EPSL to bring your paid time off up to as close to 100% of your wages as possible, please talk with us about using any accrued available paid time off that you may have.

1. Full time would be how you define them in your handbook. In general, the definition in your handbook is something like “those working over 35 hours per week” or “those regularly scheduled for a 40-hour week.” [↑](#footnote-ref-1)
2. Remember, under the law you must pay the highest of 1) the employee’s regular rate of pay, 2) federal minimum wage, or 3) the state or local minimum wage rate where the employee works. [↑](#footnote-ref-2)
3. Part-time employees are everyone who isn’t a full-time employee but has a regularly established work schedule. As a result, whether they work 5 hours per week or 34 hour per week, if they aren’t defined as fulltime under your policies you calculate their hours owed this way. [↑](#footnote-ref-3)
4. Only include this if you have someone that falls in this category. These would be everyone who doesn’t have a regular type of schedule with you. Maybe they work 15 hours this week but 5 the next. Or they might not work for 2 weeks and then they work 25 hours. Thus, it included anyone on your payroll that isn’t a full-time employee or who has a regular part-time schedule. [↑](#footnote-ref-4)