Families First Act: Emergency Paid Sick Leave Request

Example 1: Leave request is for quarantine (self/others), diagnosis or pending (self/others).
   Not for child care center closure.

Important Considerations:

- Up to 80 hours, or two weeks total for all leave reasons combined, are available to eligible employees until December 31, 2020 (pro-rated based on FTE).
- Leave for illness or quarantine must be continuous unless working remotely.
- Supervisors should not approve emergency sick leave until they have received approval from HRM.
- Leave Types by Code:
  - EPSS (Emergency Paid Sick Leave — Self) - paid at 100% of employee’s regular pay (pro-rated for part-time employees.)
  - EPSO (Emergency Paid Sick Leave—Other) - paid at 2/3 of employee’s regular pay (pro-rated for part-time employees.)
- Employees must utilize major medical leave or compensatory time to supplement emergency paid sick leave if they are not receiving full pay.
- For Leave Without Pay, follow procedures in University policy, HRM #201, Leave/Leave Without Pay.
Families First Act: Emergency Paid Sick Leave ~ Expanded FML Request

Example 2: Taking emergency paid sick leave to care for a son or daughter whose child care center or school is closed due to COVID-19.

Important Considerations:

- Leave for child care can be intermittent or continuous.
- Supervisors should NOT approve leave until they have received approval from HRM.
- Expanded Family and Medical Leave does not extend the maximum period of FMLA. This leave and any other qualifying reason under FMLA cannot exceed 12 weeks (July 1—June 30.)
- Leave Types by Code:
  - EPSC (Emergency Paid Sick Leave — Child Care/School Closure) - paid at 2/3 of employee’s regular pay (pro-rated for part-time employees.)
  - EPFM (Expanded FML—Child Care/School Closure) - paid at 2/3 of employee’s regular pay (pro-rated for part-time employees.)
- Employees must utilize personal leave or compensatory time to supplement emergency paid sick leave if they are not receiving full pay.
- For Leave Without Pay, follow procedures in University policy, HRM #201, Leave/Leave Without Pay.