

Emergency Paid Sick Leave (E-PSL)

Emergency Paid Sick Leave Act is a new paid sick leave law to provide employees with paid sick time for qualifying reasons related to COVID-19. There are six qualifying reasons and the amount of paid time provided is based on the qualifying reason that is met. These benefits expired on December 31, 2020, however, on February 9, 2021, the County Board of Supervisors approved the extension of emergency leave benefits through February 28, 2021, with the potential to extend these benefits through March 31, 2021. If these benefits are discontinued before March 31, 2021, an update will be provided by the end of February 2021.

Eligibility

All employees may be eligible for E-PSL regardless of length of employment.

Employee is unable to work or telecommute because of one or more of the qualifying reasons related to COVID-19 as summarized below:

1. Employee is subject to quarantine or isolation order related to COVID-19
2. Employee has been advised by a health care provider to self-quarantine related to COVID-19
3. Employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis
4. Employee is caring for someone subject to a quarantine or isolation order
5. Employee is caring for own child if the child's school or place of care has been closed due to a COVID-19 related reasons
6. Employee is experiencing substantially similar conditions as specified by the U.S. Department of Health and Human Services

Note: Healthcare Workers and Emergency Responders are only eligible for two qualifying reasons – reason 2 and 3 as listed above.

Benefits Covered

E-PSL offers paid sick leave benefit to employees, benefit amounts are dependent on which eligibility requirements are met.

For reasons 1-3 as listed above, full time employees may receive up to a total of 80 hours of paid sick leave at the employee's regular rate of pay capped at a daily maximum of \$511 and \$5,110 aggregate maximum. Part-time employees may receive up to the number of hours that the employee is normally scheduled to work over a two week period.

For reasons 4-6 as listed above, the employee may receive up to two weeks of paid sick leave at two-thirds the employee's regular rate of pay capped at a daily maximum of \$200 and \$2,000 aggregate maximum.

E-PSL payments may be fully or partially integrated with personal leave balances to receive up to 100% of employee's base salary.

The use of intermittent leave will be permitted as needed for reason 5 or for all other qualifying reasons (1-4 and 6) where an employee has been given the option to telecommute (not reporting to a worksite).

How to Request Emergency Paid Sick Leave

Upon requesting E-PSL for reason 5, the employee may be asked to include a statement in email or letter that should include:

- The name and age of the child (or children) to be cared for,



- The name of the school that has closed or place of care that is unavailable, and
- A representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and,
- With respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Upon requesting E-PSL for reasons 1 and 4, the employee may be asked to include a statement in email or letter that should include:

- The name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and,
- If the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

An employee may be asked to provide a doctor's note for reasons 2, 3 and 6.

How to Code Time

If an employee qualifies for E-PSL for reasons 1-3, they may code **EMPSL** in EMACS for up to 80 hours (full rate of pay up to established maximums as noted under Benefits Covered above).

If an employee qualifies for E-PSL for reasons 4-6, they may code **EMPSF** for up to 80 hours (2/3 regular rate of pay up to established maximums as noted under Benefits Covered above).

E-PSL payments may be fully or partially integrated with leave balances to receive up to 100% of employee's base salary.

Please note: Time reporting coding for employees must be completed by 5:00 pm on the last day (Friday) of the pay period.