Effective April 1, 2020.

Employees are entitled to two-weeks of emergency paid sick leave for sick leave related to any of the 6 reasons above.

Paid sick time for this purpose will be documented as Administrative Time Off (ATO) on the employee’s timesheet.

Any ATO provided to employees due to COVID-19 prior to April 1, 2020, does not count toward the employee’s EPSLA.

Employers may not discharge, discipline, or otherwise discriminate against any employee based upon the employee’s use of emergency paid sick leave.

Employees must clearly document on their timesheet in the comments section or location as defined by the department the leave which they are using.

The “Fine Print:”

- The employee's time base determines the number of paid sick leave hours the employee is entitled to receive.

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### Emergency Paid Sick Leave Act (EPSLA)

**Specifically, employees are eligible if:**

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine related to COVID-19;
3. Experiencing COVID-19 symptoms and are seeking a medical diagnosis;
4. Caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons;

**General Information:**

- Effective April 1, 2020.
- Employees are entitled to two-weeks of emergency paid sick leave for sick leave related to any of the 6 reasons above.
- Paid sick time for this purpose will be documented as Administrative Time Off (ATO) on the employee's timesheet.
- Any ATO provided to employees due to COVID-19 prior to April 1, 2020, does not count toward the employee’s EPSLA.
- Employers may not discharge, discipline, or otherwise discriminate against any employee based upon the employee’s use of emergency paid sick leave.
- Employees must clearly document on their timesheet in the comments section or location as defined by the department the leave which they are using.

The "Fine Print:"
- The employee’s time base determines the number of paid sick leave hours the employee is entitled to receive.

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### Emergency Family & Medical Leave Expansion Act (E-FMLA)

**Specifically, employees are eligible if:**

- They need to provide care for their child whose school or daycare is closed because of COVID-19.

**General Information:**

- Effective April 1, 2020.
- Provides employees who have worked for the employer for 30-days with up to 12-workweeks of paid E-FMLA leave for specified reasons related to COVID-19.
- The first two weeks of E-FMLA are unpaid, but may be supplemented by EPSLA.
- For weeks 3 to 12 of E-FMLA, employees will be paid two-thirds of their salary, up to $200/day up to a total of $10,000 for the 12 weeks.
- Employees can elect to use leave credits to supplement their E-FMLA.
- The maximum daily entitlement and overall total are the same regardless of the employee’s time base.
- Employers may not discharge, discipline, or otherwise discriminate against any employee based upon the employee’s use of E-FMLA leave.
- Employees must clearly document on their timesheet in the comments section or location as defined by the department the leave which they are using.

The "Fine Print:"
- If an employee has used any of their 12-week entitlement under FMLA, the entitlement under E-FMLA will be reduced by the amount already used. If leave under this program is foreseeable, an employee shall provide their employer with such notice of leave as is practicable.
- In order to take E-FMLA, employees must provide documents to support the need to care for a child whose school or place of care is closed due to COVID-19 related reasons.

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