



May 12, 2020

TO: Texas A&M AgriLife On & Off Campus Unit Contacts
SUBJECT: EPSL & EFMLA Leave Request Process

EPSL & EFMLA LEAVE REQUEST PROCESS

EMERGENCY PAID SICK LEAVE (EPSL):

The EPSL provides employees up to 80 hours of paid sick leave, if the employee is unable to work, either onsite or remotely, and meets one of the six qualifying reasons related to COVID-19.

EPSL Eligibility:

- All employees (faculty, staff, students, temp/casuals) may be eligible to use this leave beginning 4/1/20 – 12/31/20.
- Full-time employees may use up to 80 hours of EPSL.
- Part-time employees may use EPSL equivalent to their FTE, or an average number of hours worked over a two-week period.

NOTE: Employees with a qualifying reason will use EPSL prior to using any other leave accruals.

Qualifying Reasons for Leave

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. A self-imposed quarantine without medical advice does not qualify.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual (not specifically limited to family members) subject to or advised to quarantine or self-isolate.
5. The employee is caring for the employee's child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions. **(both EPSL & EFMLA request forms required)**
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of the State.

EPSL – Leave Request Process:

- Employees who need leave for one of the qualifying reasons under EPSL should inform their manager.
- Employees should contact their HR Contact to request this leave and complete the Request form for EPSL.
- HR Contact should review and approve the form (if applicable).
- If the leave is denied, a copy of the form including the explanation should be returned to the employee.
- The form should be filed in the Confidential Medical Folder in Laserfiche.

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (EFMLA) – For Reason #5 Only:

The EFMLA provides qualifying employees up to 12 weeks of leave (job protection) if the employee is unable to work, either onsite or remotely, due to the need to care for their child (under 18 years of age) if the child's school or place of care is closed or the child care provider is unavailable due to COVID-19.



NOTE: The first 10 days of EFMLA (weeks 1-2) are unpaid, but the employee may be paid by using the EPSL during these two weeks. Afterwards, the employee may be eligible for an additional 10 weeks of paid leave using the EFMLA (weeks 3-12) – if they have not utilized all 12 weeks of regular FMLA since 9/1/19.

EFMLA Eligibility:

- All employees (faculty, staff, students, temp/casuals) who have worked at least 30 calendar days may be eligible to use this leave beginning 4/1/20 – 12/31/20.
- Up to 12 workweeks of combined leave during a fiscal year for any FMLA or EFMLA qualifying reason. (HR Contacts need to verify if any FMLA has been used from 9/1/19 – present.)

Qualifying EFMLA Event:

- The employee is caring for the employee's child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions.

EFMLA – Leave Request Process:

- Employees who need leave for this qualifying reason (#5 only) under EFMLA should inform their manager.
- Employees should contact their HR Contact to request this leave and complete the Request form for EFMLA.
- HR Contact should review and approve the form (if applicable).
- If the leave is denied, a copy of the form including the explanation should be returned to the employee.
- The form should be filed in the Confidential Medical Folder in Laserfiche.

Resources: <https://agrififeas.tamu.edu/hr/families-first-coronavirus-response-act/>

For questions, contact: Doris Tykal at dmtyal@ag.tamu.edu or (979) 845-2361