

EPSL and 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 nine qualifying reasons related to COVID-19.

EPSL Eligibility:

- All employees (faculty, staff, students, temp/casuals) may be eligible to use this leave beginning 4/1/21 - 9/30/21.
- 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. **(an EPSL request form is 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.
7. The employee is getting a COVID-19 vaccine.
8. The employee is recovering from an illness or symptoms related to the COVID-19 vaccine.
9. I am getting tested or awaiting test results or medical diagnosis for COVID-19 after having close contact with a person with COVID-19 (thus being exposed) OR the test/diagnosis was requested by the employer.

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 under ARPA.
- 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.

THE EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (EFMLA) – For Reason #5 Only - Expired on 3/31/21 and is no longer available to use.

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

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