



# Emergency Paid Sick Leave (EPSL) Form

(Families First Coronavirus Response Act (FFCRA)) April 1, 2020 – December 31, 2020

## Section I: Employee Information

Employee's Full Name \_\_\_\_\_

Position Title \_\_\_\_\_

Agency/Division \_\_\_\_\_

Employee ID Number \_\_\_\_\_

Regular scheduled work hours over a 2-week period \_\_\_\_\_

## Section II: Leave Request Information

Please indicate the reason why you are unable to work or telework (*only 1 option may be selected*):

- I am subject to a Federal, State, or local government quarantine/isolation order related to COVID-19.
- I have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- I am caring for an individual who is subject to a Federal, State, or local government quarantine/isolation order or has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- I am caring for my minor child because my child's school/daycare has been closed or daycare provider is unavailable, due to COVID-19 precautions (***please also refer to Emergency Family and Medical Leave Request and Certification Form***).

Please indicate the dates for leave:

Starting Date \_\_\_\_\_  
 Ending Date \_\_\_\_\_  
 Return Date \_\_\_\_\_

Please indicate the type of leave you will be using with your EPSL request: *Indicate the type(s) of leave you will be using in addition to the paid EPSL benefit and the number of hours for each leave type. You may select more than one type of supplemental paid leave.*

- Annual \_\_\_\_\_
- Sick \_\_\_\_\_
- NONE
- Compensatory \_\_\_\_\_
- Administrative \_\_\_\_\_
- Personal \_\_\_\_\_

**Section III: Verification and Acknowledgment**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Acknowledgment**

\_\_\_\_\_  
**Date**

**Section IV: EPSL Request Status**

Approved

Denied

\_\_\_\_\_  
**Appointing Authority's Signature**

\_\_\_\_\_  
**Date**