



Leave of Absence: COVID-19

Families First Coronavirus
Response Act (FFCRA)

STEPS YOU NEED TO TAKE

Prior to being approved for EPSL, submit the following to your Department Liaison or Human Resources Department:

- A **COVID-19 Employee Certification of Need for Emergency Paid Sick Leave (EPSL)** form certifying that you are unable to work (or telework); enter the begin and end dates for the EPSL requested hours and select the reason that best describes your requested absence; and,
- **Documentation** for the qualifying reason in support of your need to take EPSL (examples: health care provider notes, posted school closure notice or email from place of care).

For more information contact the
Human Resources Department

Phone: 530-889-4060

Email: PCHRD@placer.ca.gov

www.placer.ca.gov



Emergency Paid Sick Leave (EPSL)

Pursuant to the **Families First Coronavirus Response Act (FFCRA)**, employees needing time off work **on or after April 1, 2020**, may be eligible for an additional **80 hours of Public Health Emergency Paid Sick Leave** due to one of the following reasons:

- You are subject to a Federal, State, or local **quarantine** or isolation order related to COVID-19.
- **Advised by a health care provider** to self-quarantine due to concerns related to COVID-19.
- You are experiencing symptoms of COVID-19 and **seeking a medical diagnosis**.
- Caring for a **qualifying individual** subject to a shelter-in-place order or quarantine advised by a health care provider due to concerns related to COVID-19.
- Caring for your child under 18 whose **school or place of care has been closed** or unavailable due to COVID-19 precautions and another suitable individual is not available to provide such care (such as a co-parent, co-guardian or the usual childcare provider).
- You are experiencing a substantially-similar condition.

The provisions of EPSL expire on December 31, 2020.

EPSL Eligibility

You may be eligible for EPSL hours if you meet the following criteria:

- You are employed as a full or part-time employee at Placer County
- You are/have been experiencing one or more of the six **qualifying EPSL reason(s)** and cannot work or telework

Once the Human Resources Department receives notification of your request for the leave of absence and supporting documentation in **Workday**, your eligibility will be determined and you will be notified by email if your EPSL request is approved.

Use of Approved EPSL Hours

You should not be applying any time for EPSL on your timesheet unless the you have formally requested the benefit and it has been approved through Human Resources in the Workday system.

EPSL hours may be used for approved COVID-19 qualifying reasons, **April 1, 2020 - December 31, 2020**. The EPSL hours can be utilized prior to the use of accrued leave balances such as vacation or sick leave (accrued leave hours do not have to be exhausted prior to use).

If your EPSL request was determined eligible and approved, the EPSL hours will be viewable in **Workday** as “**COVID-19 Emergency Paid Sick Leave**” in the **Time and Leave > Time Off Balance** tab. These hours are separate from the regular sick leave accrual and will be available for you to utilize as a Time Off on your timesheet for COVID-19 related reasons.

EPSL cannot be taken **intermittently** unless you are taking time off to care for your child under 18 whose school or place of care has been closed or unavailable due to COVID-19 precautions and another suitable individual is not available to provide such care. Intermittent use is to be utilized as follows:

- Intermittent time off must be taken in increments of **two (2) hours or more**.
- You must work a **minimum of 20 hours** per week when taking intermittent time off.
- You should work together with your supervisor/department to develop a schedule for intermittent leave that allows you to take the leave when reasonable but still meets the needs of the department.

EPSL hours will expire on **December 31, 2020**. Unused EPSL hours will not carryover and are not eligible for reimbursement upon expiration, termination, resignation, retirement or other separation from employment.

Use of Remaining EPSL Hours

If you did not exhaust all available EPSL hours with your initial request and need to request the use of remaining EPSL hours for another reason type, new supporting documentation may be required.

In Workday, your remaining EPSL hours will be viewable in **Workday** as “**COVID-19 Emergency Paid Sick Leave**” in the **Time and Leave > Time Off Balance** tab. If the use of additional EPSL hours is approved for qualifying COVID-19 related reasons, you must request through Absence the “**COVID-19 Emergency Paid Sick Leave**” Time Off code.

