

SAN ANGELO INDEPENDENT SCHOOL DISTRICT

Leave Request

Emergency Paid Sick Leave and Expanded Family and Medical Leave

Name	Employee ID
Campus/Dept	Position
District Email	Phone #
Today's Date	Leave Dates Requested

Leave benefits under the Families First Coronavirus Response Act (FFCRA) apply for the limited time period of *April 1, 2020 to December 31, 2020*. The amount of paid leave an employee may receive will vary depending on the reason leave is taken. Detailed information is available in the Employee Rights notice on the SAISD website at www.saisd.org >Employment>Current Employees/Leave Information or by clicking this link https://www.saisd.org/docs/payroll/FFCRA_Poster_WH1422_Non-Federal.pdf.

An employee requesting Emergency Paid Sick Leave (EPSL) and Expanded Family and Medical Leave (EFML) must complete this form as soon as the need for leave is identified. Supporting documentation must also be submitted with this request form.

This completed form and documentation are to be submitted by email to kathy.jordan@saisd.org or to:
San Angelo ISD Benefits Office
Attn: Kathy Jordan
1621 University Avenue
San Angelo, TX 76904

Emergency Paid Sick Leave (EPSL) is limited to 80 hours of paid leave at the following rates:

- For self - regular rate of pay up to \$511 per day
- For care of an individual or a child - two-thirds (2/3) the regular rate of pay up to \$200 per day

Expanded Family and Medical Leave (EFML) provides up to 12 weeks of leave to care for a son or daughter when school is closed or child care is unavailable due to COVID-19. The first two (2) weeks are unpaid, although the employee may access EPSL or other paid leave during this time. The remaining 10 weeks is two-thirds (2/3) the regular rate of pay up to \$200 per day.

Information regarding coordination of leave under the Family and Medical Leave Act (FMLA) and the Emergency Paid Sick Leave Act (EPSLA)/Expanded Family and Medical Leave (EFML)

- An eligible employee is entitled to paid sick leave under the Emergency Paid Sick Leave Act regardless of time already taken under the FMLA.
- Eligibility for Expanded Family and Medical Leave is dependent upon how much leave the employee has already taken during the 12-month period the district uses for leave under the FMLA.
- If the eligible employee has taken a portion of leave entitlement under the FMLA during the district's current 12-month period, the employee may be eligible for the remaining available leave.
- If the eligible employee has taken all leave under the FMLA during the 12-month period, the employee is not entitled to additional leave under the EFML.

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REASON(S) FOR LEAVE REQUEST

I request leave for the following reason(s):

Self

_____ I'm subject to a federal, state, or local quarantine or isolation order related to COVID-19.

_____ I've been advised to self-quarantine by a healthcare provider.

_____ I'm experiencing symptoms of COVID-19 and I am seeking a medical diagnosis.

_____ I'm experiencing any other substantially-similar conditions specified by the U.S. Department of Health and Human Services.

Care for another individual or a child

_____ I'm unable to work in order to care for a minor child because their school is closed or child care is not available due to COVID-19.

_____ I'm unable to work in order to care for an individual subject or advised to quarantine or isolate.

USE OF LEAVE

I choose to use:

_____ EPSL (Emergency Paid Sick Leave) during my absence

_____ My accrued paid leave for _____ days during my absence

FOR BENEFITS OFFICE USE ONLY

Effective date of employment		
Medical certification provided	Yes	No
Emergency Paid Sick Leave	Qualifies	Does not qualify
Expanded Family & Medical Leave	Qualifies for _____ days / weeks	Does not qualify
Previous FML 12-month period effective		
Previous FML taken	_____ days / weeks	
Approved by:	Date approved:	