

## Utilizing TPSD Accrued Paid Leave with EPSL and EFML.

The Families First Coronavirus Response Act requires employers with fewer than 500 employees (or employers of any size in the public sector) provide employees with up to 2 weeks of EPSL between April 1, 2020, and December 31, 2020.

*(Employers have the option to exclude health care providers, emergency responders, and employees on which health care providers and emergency responders rely, including employees of contractors and medical solution providers. Employers with fewer than 50 employees may be able to claim a hardship exemption from reason #5 below. You will receive a written response from us if your request is denied or if we need to modify your leave request.)*

Your two-week allotment of EPSL hours will be calculated based on your average hours but will not exceed 80 hours.

There are six potential COVID-19 qualified reasons an employee can take EPSL.

- Three reasons offer full pay (up to \$511 per day)
- Three reasons offer 2/3 pay (up to \$200 per day)
- If these will not result in full pay for you, you may decide whether to use any accrued paid leave you have available to make up the difference or not.

You (or someone you authorize) must first notify us of your need for EPSL/EFML as soon as reasonably practicable (by phone or email is fine).

Employee name:	<i>How many hours of EPSL have you taken with any employer since April 1, 2020?</i>
Best way to contact <i>(email address, phone #, etc.)</i>	
Date EPSL is to begin:	Expected return to work date:
<input type="checkbox"/> 1) I elect to utilize TPSD accrued paid leave in conjunction with EPSL and/or EFML.	
<input type="checkbox"/> 2) I do not elect to utilize TPSD accrued paid leave in conjunction with EPSL and/or EFML.	
I certify that the above information is accurate and complete. Additionally, I understand that I must submit this document to my immediate supervisor and the Human Resource Department via email.	
Employee signature:	Date: