

Emergency Paid Sick Leave (EPSL) under American Rescue Plan Act (ARPA)

Frequently Asked Questions:

What documentation do I need to submit for qualifying reasons 1, 4 or 5?

Employees must submit all three (3) pages of the completed Emergency Paid Sick Leave Request Form. No other supporting documentation is required.

What constitutes acceptable written documentation for qualifying reasons 2, 3, 6, 7, 8 or 9?

In addition to submitting all three (3) pages of the completed Emergency Paid Sick Leave Request Form, the employee is required to provide one of the following forms of written documentation, or similar, to accompany the request:

- Note/letter from medical provider
- Email from entity requiring quarantine or isolation
- Notification of close contact or test result
- Note/letter/email from the school, place of care, or childcare provider that closed or became unavailable.

Will I be required to submit a copy of my COVID-19 vaccination card to qualify for EPSL?

No, vaccination cards should not be submitted for the purpose of EPSL. Employees may use EPSL to get the COVID-19 vaccine once they submit all three (3) pages of the completed Emergency Paid Sick Leave Request Form.

If I meet more than one qualifying reason, do I need to fill out multiple forms?

No, multiple reasons can be marked on one form as long as all required documentation is provided.

Do I need to have all required documentation submitted before using EPSL?

If required documentation is not available and all three (3) pages of the completed Emergency Paid Sick Leave Request Form has not been submitted to HR then another form of leave will need to be used. Once the form and required documentation is received the employee can correct the previous leave type to EPSL. This will restore any leave taken for a qualifying reason.

What if I previously took time off for a qualifying reason, but was unaware of the new EPSL afforded by the ARPA?

The employee can submit all three (3) pages of the completed Emergency Paid Sick Leave Request Form and submit it with appropriate documentation, if required, to HR. Once the form and documentation are received the employee can correct the previous leave type to EPSL for any qualifying leave used from April 1, 2021 to September 30, 2021.