

**From:** [Santo, Dawn](#)  
**To:** [SO All Employees \(Including Student Workers\)](#)  
**Subject:** Emergency Paid Sick Leave  
**Date:** Friday, April 23, 2021 9:11:12 AM  
**Attachments:** [Emergency Paid Sick Leave Request Form.pdf](#)  
[EPSL FAQ.pdf](#)

---

Good morning System Offices Employees,

To assist employees affected by the COVID-19 pandemic the System Offices is voluntarily extending Emergency Paid Sick Leave for System Offices employees under the American Rescue Plan Act. This extension will be in effect from April 1, 2021, until September 30, 2021. All full-time employees will have up to 10 days (80 hours) of paid sick leave available to use for the qualifying reasons stated in the [Emergency Paid Sick Leave Request Form](#). Part-time employees are entitled to the number of hours worked, on average, over a two-week period.

All employees requesting Emergency Paid Sick Leave must complete the [Emergency Paid Sick Leave Request Form](#) and provide documentation supporting the need for leave. A Frequently Asked Questions document and the [Emergency Paid Sick Leave Request Form](#) are attached and can also be located on the Human Resources Forms/Documents webpage, <https://www.tamus.edu/business/human-resources/formsdocuments/>.

Please contact System Offices Human Resources with any questions.

Best,

**Dawn Santo, SHRM-SCP | Associate Director, Human Resources**  
System Offices Human Resources

---

1116 TAMU | College Station, TX 77840-7986  
Tel. 979.458.6164 | Fax 979.458.6168 | [www.tamus.edu](http://www.tamus.edu)

THE TEXAS A&M UNIVERSITY SYSTEM