

Families First Coronavirus Response Act Emergency Paid Sick Leave Supervisor Checklist

The Families First Coronavirus Response Act allows up to 80 hours of Emergency Paid Sick Leave (EPSL) based on one of six qualifying reasons. For all qualifying reasons, the employee is required to provide:

- ☐ Employee's name;
- ☐ Date(s) for which leave is requested;
- ☐ Qualifying reason for the leave (Reason Number only; no medical information); and
- ☐ Oral or written statement that the Employee is unable to work because of the qualified reason for leave.

This information may be documented on the PS 3971 Request for or Notification of Absence.

Additional documentation is required depending on the qualifying reason the employee identifies. Any and all documents related to a request for ESPL must be maintained locally, for four (4) years. Those additional documentation requirements, as well as Postal-specific guidance related to these qualifying reasons, are set forth below.

Note: Supervisors must document in writing any required information provided orally by an employee.

QUALIFYING REASONS FOR EPSL

Reason 1: Employee is subject to a Federal, State, or local quarantine or isolation order related to Coronavirus Disease 2019 (COVID-19).

Guidance:

Because the Postal Service provides an essential federal government service as part of the nation's critical infrastructure, postal employees are generally not subject to Federal, State, or local quarantine or isolation orders related to COVID-19. That being the case, application of this qualifying factor is not automatic in the Postal Service. We will continue to handle application of this qualifying factor as we had prior to the passage of the FFCRA and liberally grant Emergency Paid Sick Leave to employees who believe they have an individual circumstance for which taking this leave is appropriate. Any questions regarding this provision should be forwarded to Human Resources.

Documentation: In the unlikely event that circumstances dictate that a Postal Service employee is eligible for EPSL for Reason 1, the employee would be required to provide, in writing or orally, the name of the government entity that issued the quarantine or isolation order.

Reason 2: Employee has been advised by a health care provider to self-quarantine related to COVID-19.

Documentation: The employee is required to provide, in writing or orally, the name of the health care provider who advised the Employee to self-quarantine. Depending on circumstances, this health care provider may be the District OHNA. This information should be provided to the District OHNA and kept as an employee medical record per Management Instruction EL-860-1998-2.

Reason 3: Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

Guidance: Employees may not take Emergency Paid Sick Leave if they unilaterally decide to self-quarantine for an illness without medical advice, even if they have COVID-19 symptoms. If an employee becomes ill with COVID-19 symptoms, they may take Emergency Paid Sick Leave only to seek a medical diagnosis or if a health care provider otherwise advises them to self-quarantine. If the employee tests positive for the virus associated with COVID-19 or is advised by a health care provider to self-quarantine, they may continue to take Emergency Paid Sick Leave. If an employee is otherwise ill, they may choose to use accrued leave to stay at home.

Documentation: The employee is required to provide, in writing or orally, the standard four (4) points of information outlined at the top of this document. The employee should be able to confirm that he or she is seeking a medical diagnosis.

Reason 4: Employee is caring for an individual subject to an order described in Reason 1 or self-quarantine as described in Reason 2.

Guidance: a Postal Service employee may be eligible for this qualifying reason if he or she is primarily responsible for the care of an individual, including but not limited to an immediate family member or a person who regularly resides in the employee's home, who is subject to such an order.

A Postal Service employee may also qualify for leave if he or she is caring for an individual, including but not limited to an immediate family member or a person who regularly resides in the employee's home, who has been advised by a health care provider to self-quarantine related to COVID-19.

Documentation: The employee is required to provide, in writing or orally, the standard four (4) points of information outlined at the top of this document. If an employee believes he or she qualifies because the employee is primarily responsible for the care of an individual subject to a quarantine or isolation order, the employee would be required to provide, in writing or orally, the name of the government entity that issued the quarantine or isolation order. If an employee believes he or she qualifies because the employee is caring for an individual who has been advised by a health care provider to self-quarantine, the employee is required to provide, in writing or orally, the name of the health care provider who advised that individual to self-quarantine.

Reason 5: Employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

Documentation: For this qualifying reason the employee is required to provide the following documentation:

- ☐ Name of the Son or Daughter being cared for;
- ☐ Name of the School, Place of Care, or Child Care Provider that has closed or become unavailable; **AND**
- ☐ An oral or written statement that no other suitable person will be caring for the Son or Daughter during the period for which the Employee takes Emergency Paid Sick Leave or Expanded Family and Medical Leave.

Guidance: This qualifying reason also applies to FMLA Leave Expansion. An employee may choose use paid Emergency Paid Sick Leave for the first two weeks of unpaid FMLA leave, which may otherwise be unpaid, for this new qualifying reason. Reference FMLA Leave Expansion checklist for more information.

Reason 6: Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Guidance: As of April 14, 2020, no such conditions have been specified. Thus, it is not an appropriate qualifying reason for Emergency Paid Sick Leave.
