



FAQ

Emergency Paid Sick Leave (EPSL) & Expanded Family Medical Leave (EFML)

Emergency Paid Sick Leave (EPSL)

Q: Who is covered under EPSL and how many hours are they eligible for?

A: All employees are entitled to up to two weeks of EPSL prorated based on the number of hours worked. Employees are eligible for EPSL if they are unable to work or telework for "qualifying reasons" (see below).

Q: How is "unable to telework" defined?

A: Unable to telework circumstances include:

- (1) Lack of internet connectivity;
- (2) Inability to access employer's VPN;
- (3) Employee experiencing serious COVID symptoms;
- (4) Employee must actually care for individual with serious symptoms; and
- (5) Employee unable to perform duties b/c caring for children at home (school/daycare closed).

Q: What are the "qualifying reasons" to be able to use EPSL?

A: Employees can use EPSL leave if they are unable to work or telework because:

- (1) Subject to quarantine or isolation order for COVID;
- (2) Advised by HCP to self-quarantine for COVID;
- (3) Experiencing COVID symptoms/awaiting diagnosis;
- (4) Caring for individual subject to 1 or 2 above;
- (5) Caring for his/her child/school or place of care is closed; and/or
- (6) Experiencing "any other substantially similar condition" - DHHS

Q: How is EPSL leave calculated and paid?

A: For reasons 1, 2, or 3 above: 100% pay capped at \$511 per day or \$5,110 for two weeks. For reasons 4, 5, or 6: 2/3 of regular pay capped at \$200 per day or \$2,000 for two weeks. Please note the employee can voluntarily use other PTO such as vacation, sick, or personal to 'top off' their EPSL pay.

Q: Do I need a doctor's note if the employee is out for reasons 1, 2, or 3?

A: You **cannot** ask for a doctor's note.

Q: If an employee opts to get tested for COVID, should they stay home until they get results back?

A: The employee should stay home only if they have symptoms and/or they are awaiting a medical diagnosis qualifying them for EPSL at 100%.

Q: If I require the employee to stay home until they get COVID test results back what type of leave do I pay them?

A: You would pay them straight time. However, this could change after the test results are in.

Q: If an employee is tested and chose to stay home because they were tested, what type of leave do I pay them?

A: If the employee is symptomatic or advised to stay home by medical provider, then EPSL. Otherwise, it's any accrued leave (sick, vacation, personal).

Q: If an employee is out of EPSL and they had to get COVID tested, can I pay them Sick or Vacation leave if they have it available?

A: Yes, you would pay them any accrued leave (sick, vacation, or personal). If the employee is out of EPSL and is not eligible for any other leave or does not have any other leave balances remaining, they are on unpaid leave.



FAQ

Emergency Paid Sick Leave (EPSL) & Expanded Family Medical Leave (EFML)

Emergency Paid Sick Leave (EPSL) Continued

Q: If an employee traveled to a state where you are required to quarantine when you come back to Maryland, do I pay them EPSL leave?

A: As of 8/19, there is no mandate to self quarantine.

Q: When an employee exhausts their EPSL leave, can I pay them any other leave they have available.

A: Yes, they can use any accrued leave (sick, vacation, personal).

Q: If someone in the employee's household tested positive for COVID, and I require them to stay home, do I pay EPSL Leave?

A: Yes.

Q: Can EPSL be used intermittently?

A: Under certain circumstances, both EPSL and EFML can be taken intermittently. Under certain circumstances, they cannot. Please consult your Employee Relations Manager before granting requests for intermittent use of these leaves.

Q: How is EPSL and EFML processed in UltiPro? Where can I see the tax credits applied?

A: Please refer to the UltiPro instructions document (AOB EPSL and EFML Processing) for processing these transactions.

Expanded Family Medical Leave (EFML)

Q: Who is eligible under EFML and what are they covered for?

A: All employees who have been employed for at least 30 days are eligible. Eligible employees are covered for up to 12 weeks of pay.

Q: What are reasons to be able to use EFML?

A: Eligible employees may use EFML if the employee is unable to work or telework to care for a child(ren) whose school or place of care is closed or if their regular childcare provider is unavailable due to COVID-19.

Q: How is EFML paid?

A: The first two weeks are unpaid, however, an employee can use, or the employer can require the employee to use other accrued leave such as vacation, sick, or personal leave. If the employee has unused EPSL, they can elect to use it, but the employer can't first require the employee to use 'regular' leave. The next 10 weeks are paid at 2/3 the employee's regular rate of pay. The employee can voluntarily use other PTO leave to 'top off' their pay capped at \$200 per day or \$10,000 total.

Q: What documentation is required to use EFML?

A: Employee's are required to provide the following: (1) Dates for which leave requested, (2) Qualifying reason for leave, (3) Oral or written statement ("I'm unable to work or telework because ..."), (4) Name of child(ren), (5) Name of school or place of care that is unavailable, (6) Representation that no other suitable person is available for care, and (6) For child over 14: statement of special circumstances that require employee to provide care.

Q: Can EFML be used intermittently?

A: Under certain circumstances, both EFML and EPSL can be taken intermittently. Under certain circumstances, they cannot. Please consult your Employee Relations Manager before granting requests for intermittent use of these leaves.