



**Office of Human Resources  
Standard Operating Procedure  
HR SOP #602-A**

**Subject:** Emergency Paid Sick Leave

**Effective Date:** September 1, 2020

**Policy Statement:**

Full and Part time employees who are unable to work or telework may be eligible for paid sick leave as per the emergency paid sick leave (EPSL) provision of the Families First Coronavirus Response Act (FFCRA). The EPSL provision of the act is effective April 1, 2020 and ends December 31, 2020.

**Definitions:**

**Child Care Provider:** A provider who receives compensation for providing child care services on a regular basis.

**Eligible Employees:** All Full time and Part time employees who are employed by the agency.

**Leave Approving Authority:** Managers and supervisors designated by the Appointing Authority to approve leave.

**School:** Elementary or secondary school.

**Procedure:**

**Eligibility:**

If an employee is unable to work or telework, upon request, they will be provided with EPSL in the following situations:

1. The employee is subject to federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described above or has been advised to self-quarantine as described above.
5. The employee is caring for a son or daughter (under 18 years of age) if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.

6. The employee is experiencing any other “substantially similar condition” specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

### Amount of Emergency Paid Sick Leave:

Eligible employees are entitled to the following hours of Emergency Paid Sick Leave (EPSL).

- Full time employees are eligible for up to 80 hours.
- Part time employees are eligible for the number of hours equal to the average number of hours worked in a typical two-week period.

To determine the average number of hours worked by part-time employees, use the average number of hours the employee was scheduled to work each workday for the six months of work history prior to the use of EPSL. If the employee has been employed for less than six months or did not work for periods of time during the six month period, the average number of hours may be determined by using the reasonable expectation of the employee, at the time of hiring, of the average number of hours per day that the employee would normally be scheduled to work.

The Division HR representative will be responsible for determining the average hours for employees in their division requesting the use of Emergency Paid Sick Leave.

### Calculation of Pay:

- If leave is taken for qualifying reasons #1-3 above, the employee will be paid at 100% the regular pay rate up to \$511 daily and \$5,110 total.
- If leave is taken for qualifying reasons #4 and 6 above, the employee will be paid at 2/3 of the regular pay rate, up to \$200 daily and \$2,000 total.
- If leave is taken for qualifying reasons #5 above, the employee will be paid at 2/3 of the regular pay rate, up to \$200 daily and \$2,000 total. Note: (10 additional weeks of EPSL for reason #5 above is available (See SOP #608) and will be paid at 2/3 of the regular pay rate, up to \$200 daily and \$10,000 total).

### Usage:

EPSL is available to employees immediately regardless of the amount of time the employee has been employed. Employees are not required to use accrued sick leave before using EPSL if the eligibility situations listed above are applicable. However, the employee may choose to use accrued leave instead of EPSL to receive 100% of their pay instead of two thirds of their pay for the first two weeks of leave taken under 4, 5, or 6 above.

Emergency Paid Sick Leave under this section shall not carry over from 1 year to the next and is not paid out upon separation from employment.

### Request:

An employee must request EPSL using the Employee Request for Emergency Paid Sick Leave (Attachment 1) in accordance with their Division's leave practices. The employee will receive approval/disapproval from their supervisor.

The Leave Approving Authority is responsible for reviewing the request prior to approving or disapproving sick leave.

The amount of sick leave charged to an employee for a full day's absence must equal the length of their work day/shift (i.e., 8 hours, 9 hours, 10 hours, etc.) or the amount needed to meet their scheduled hours for the work period.

### Documentation:

Documentation to support a request for Emergency Paid Sick Leave is required.

Ordered Quarantine: Employees requesting EPSL due to being subject to a federal, State, or local quarantine or isolation order related to COVID-19 must provide documents demonstrating the order.

Employees Own Health Circumstances: Employees who have been advised by a health care provider to self-quarantine due to concerns related to COVID-19, or who are experiencing symptoms of COVID-19 and seeking a medical diagnosis must provide documentation from the healthcare provider regarding the need for leave and the anticipated timeframe.

Caring for an Individual: An employee may need to care for an individual who is subject to a federal, State, or local quarantine or isolation order related to COVID-19 or for an individual who has been advised to self-quarantine due to concerns related to COVID-19. The employee must provide documentation demonstrating the isolation order and documentation from the healthcare provider demonstrating the need for the employee to care for the individual and the anticipated timeframe that the employee will require leave to provide the care.

Caring for a son or daughter (under 18 years of age): An employee may be required to care for a son or daughter because the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. In this case the employee must provide documentation demonstrating the school or childcare closure including the timeframe that leave will be necessary due to the closure.

Note: Employees requesting leave for this purpose should also review SOP 608 Family and Medical Leave. The initial Request for Family and Medical Leave (Attachment #1 of SOP 608) is required.

## Returning to Work:

Employees who have known exposures to COVID-19 or confirmed COVID-19 should be allowed to Return to Work based on consultation with the HR Director and in accordance with the Georgia Department of Public Health memo – Return to Work Guidance after COVID 19 illness or Exposure for Persons Who are Not Healthcare Professionals. This information may be found at [https://dnrintranet.org/sites/default/files/dnrnet/pdf/COVID\\_RTW.pdf](https://dnrintranet.org/sites/default/files/dnrnet/pdf/COVID_RTW.pdf)

## Posting:

Managers must post the Families First Coronavirus Response Act Employee Rights poster on all Official Bulletin Boards throughout the agency. This poster explains employee rights in regard to EPSL and is located on the agency intranet at [https://dnrintranet.org/hr/official\\_bulletin\\_board](https://dnrintranet.org/hr/official_bulletin_board)

## Instructions for HR Representatives:

If an employee is approved for EPSL, the HR Division Representatives must immediately provide the Office of Human Resources Transactions Unit a copy of the approved Timesheet, and the Emergency Paid Sick Leave Form (Attachment 2). It is critical that the EPSL form is completed and forwarded as soon as possible to ensure prompt payment, to avoid overpayments and to ensure timely leave entry.

Emergency Paid Sick Leave will be tracked and entered by the Office of Human Resources.

## **Attachments:**

Attachment 1 – *Employee Request for Emergency Paid Sick Leave*

Attachment 2 – *Emergency Paid Sick Leave Form*