



## **Emergency Paid Sick Leave (EPSL) and Emergency FMLA (EFMLA)**

*Effective April 2 – December 31, 2020*

### **Up to TWO WEEKS of Emergency Paid Sick Leave (EPSL)**

Effective April 2, 2020, EPSL can be used to pay **up to two weeks** to full-time and part-time employees based on the following conditions:

1. Employee is subject to quarantine or isolation order.
2. Employee is advised to self-quarantine by a health provider.
3. Employee is experiencing symptoms and seeking diagnosis.
4. Employee is caring for an individual subject to quarantine or isolation order.
5. Employee is caring for a son or daughter due to school or childcare closure.
6. Employee is experiencing any other similar condition specified by the government.

The amount to be paid is based on the following:

- If EPSL is paid due to condition 1 – 3 above, employee will be paid at 100%, not to exceed \$511 per day.
- If EPSL is paid due to condition 4 – 6 above, employee will be paid at 2/3 their normal bi-weekly pay, not to exceed \$200 per day.
- After initial two weeks of EPSL, employee may utilize any available leave (sick, personal, annual, etc.). If no leave is available, Unpaid Leave will be applied.

### **Childcare Leave, Up to TEN WEEKS of Emergency FMLA (EFMLA)**

Effective April 2, 2020, EFMLA can be used to pay **up to ten weeks** to full-time and part-time employees based on the following condition:

1. Employee is unable to work in order to care for child under age of 18 due to school or child care facility that is closed due to COVID-19.

The amount to be paid is based on the following:

- EFMLA is paid for up to 10 weeks at 2/3 of an employee's normal bi-weekly pay, not to exceed \$200 per day.
- The first 10 days (two weeks) of EFMLA time is **unpaid** but you may use EPSL for this period. Meaning if both are used together a total of 12 weeks with some form of pay, the lowest amount being 2/3 unless the "per day" cap applies.
- EFMLA is available only if employee is unable to work in order to care for child under age of 18 due to school or child care facility that is closed due to COVID-19. *Since New Mexico has mandated all employees be paid during state closure, most will not need this type of leave at this time, unless leave is needed within your modified work schedule. This leave could become necessary if schools were to return to session.*
- Employee must have been employed for at least 30 days to be eligible (anyone hired at least thirty (30) days prior to April 2, 2020, the effective date of the FFCRA Act).



# Dexter Consolidated Schools

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Dexter, New Mexico 88230

575-734-5420 (fax) 575-734-6813

## FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) APPLICATION FOR LEAVE

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Building/Dept.: \_\_\_\_\_ Supervisor: \_\_\_\_\_

First day of Requested Leave: \_\_\_\_\_ Projected Return Date: \_\_\_\_\_

Type of Leave Requested:  Emergency Paid Sick Leave (EPSL)

Emergency FMLA (EFMLA)

### Emergency Paid Sick Leave (EPSL) Condition:

- Employee is advised to self-quarantine by a health provider. (Please provide copy)
- Employee is experiencing symptoms and seeking diagnosis. (Please provide copy)
- Employee is caring for an individual subject to quarantine or isolation order.
- Employee is caring for son or daughter due to school or childcare closure.
- Employee is experiencing any other similar condition specified by the government.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms and supporting documentation should be sent to [BusinessManager@dexterdemons.org](mailto:BusinessManager@dexterdemons.org).  
If supporting documentation is required and not included, the application for leave will not be accepted.