### Employee Leave for COVID-19 related absences

#### For EFMLA
- Employee is unable to work for health reasons
- Send Form to FMLA Specialist
  - Indicate effective date of absence on form
  - Complete as soon as practical, but no later than five business days

#### For EPSL and EFMLA
- Agency Director has declared a COVID-19 related emergency or shutdown
- Employee is unable to work due to COVID-19

#### For COVID-19
- Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19
- Employee is caring for an immediate family member
- Employee is experiencing symptoms of COVID–19
- Employee is caring for a son or daughter
- Employee is caring for a child who is subject to a Federal, State, or local quarantine or isolation order related to COVID–19

### Summary of Responsibilities

- **For EPSL and FMLA**
  - Review time records to ensure the employee is within prescribed maximum amounts
  - Use the COVID Payroll Calculator to determine the maximum hours of leave the employee may take
  - Ensure employees that are excluded in EPSL or FMLA have paid leave

- **For EPSL and FMLA**
  - Remove paid leave and/or hours from the employee's record

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For more information, please review [https://ir.hre.gov/content/covid-19](https://ir.hre.gov/content/covid-19)