



November 8, 2021

FAQ'S ON EPSL ADMINISTRATIVE LEAVE FOR FULLY VACCINATED EMPLOYEES

From January 1 – June 30, 2021, the County provided paid Emergency Paid Sick (EPSL) Administrative Leave for employees in certain COVID-19 related circumstances. That leave was discontinued on June 30th. County Executive Pittman is reinstating EPSL Administrative Leave for eligible, fully vaccinated employees from November 8, 2021 through March 30, 2022.

Employees who are fully vaccinated for COVID-19 may be eligible for up to 40 hours of paid EPSL Administrative Leave if they or their family member cannot work or telework due to COVID-19 illness or the direction to quarantine from a health care provider. Employees who are not fully vaccinated are not eligible for this leave benefit.

EPSL Administrative Leave is not available for employees, regardless of their vaccination status, who cannot work or telework because of a lack of childcare due to COVID-19 reasons. Employees will have to use their own accrued Annual or Personal Leave, or accrued comp time, to cover childcare related absences.

Detailed information is included in the FAQ's on EPSL Administrative Leave that follow below.

For questions regarding use of EPSL Administrative Leave or other forms of accrued leave, please contact the Office of Personnel at (410) 222-7595 or via email at PersonnelAnnouncements@aacounty.org.

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What is EPSL Administrative Leave and who is eligible?

Full-time employees who are fully vaccinated for COVID-19 are entitled to up to 40 hours of EPSL Administrative Leave that may be used only for reasons related to COVID-19 (described below). EPSL Administrative Leave may be used before any accrued Disability, Annual or Personal leave. Fully vaccinated employees who have already taken Emergency Paid Sick Leave

in calendar year 2020 will also be eligible for EPSL Administrative Leave effective November 8, 2021. Fully vaccinated employees working in public safety are eligible to use EPSL Administrative Leave.

Part-time, fully vaccinated employees are entitled to EPSL Administrative Leave based on their average hours scheduled to work during a two-week period.

Employees who provide documentation of a bona fide religious or medical reason to support not receiving the COVID-19 vaccine may also be eligible for EPSL Administrative Leave.

Who is considered “fully vaccinated?”

Employees will be considered “fully vaccinated” two weeks after the second dose of a two-dose vaccine or two weeks after a one-dose vaccine.

How do I request EPSL Administrative Leave?

Employees should complete the EPSL Administrative Leave Request Form available on AskAnne. **Employees requesting EPSL Administrative Leave will be required to show proof of their fully vaccinated status, or of a bona fide religious or medical exemption from vaccination, before their request is approved.**

When can I use EPSL Administrative Leave?

EPSL Administrative Leave is available for the following reasons:

- (1) you have tested positive for COVID-19;
- (2) you have been advised by a health care provider or federal, state or local health agency to quarantine because of a direct exposure to someone who has COVID-19;
- (3) you are caring for family member who is quarantined or in isolation because of COVID-19.

Is EPSL Administrative Leave paid at my regular pay rate?

Yes. Up to 40 hours of leave will be paid at your full pay rate.

Do I have to use my available Disability or Annual leave first?

No. You are entitled to take up to 40 hours of EPSL Administrative Leave first before using any accrued Disability or Annual leave that you have available. If you exhaust your EPSL

Administrative Leave, you will be required to use your available Disability, Annual or Personal leave or accrued comp time.

How long will EPSL Administrative Leave be available?

Fully vaccinated employees may take EPSL Administrative Leave to cover any of the COVID-19 related reasons listed above until March 31, 2022.

How should timekeepers record EPSL Administrative Leave?

Timekeepers should continue using the pay code “FF Paid Sick” to record EPSL Administrative Leave.

Can I take EPSL Administrative Leave if I am sick, or caring for a family member who is sick, with something other than COVID-19?

No. EPSL Administrative Leave is available only for the reasons listed above related to COVID-19. If you or a family member have a different illness or injury that is not related to COVID-19, you will be required to use your available Disability leave to cover any absence from work in accordance with County policies.

Who is considered a “family member” under County leave policies?

The term “family member” includes: an employee’s child (biological, adopted, foster or stepchild); a parent (biological, adopted, foster or stepparent), legal guardian, or someone who stood in loco parentis of an employee or the employee’s spouse; a grandparent (biological, adopted, foster or step-grandparent) of an employee; a grandchild (biological, adopted, foster or step-grandchild) of an employee; or an employee’s sibling (biological, adopted, foster or step-sibling).

Will I still have to provide medical documentation before I return to work after being sick or after caring for a family member who was sick?

Yes. You must provide medical certification that you are able to return to work. Proof of a negative COVID-19 test result obtained within 24 hours of your return to work is sufficient.

What should I do if I came in contact with someone infected with COVID-19?

Even if you are fully vaccinated, you should contact your healthcare provider and notify your supervisor before coming into work. The County may require employees who have known exposure to a person who tested positive for COVID-19 to remain out of the workplace typically

for 10 days after the date of exposure, in accordance with CDC and County Department of Health guidelines. Depending on your job duties, you may be asked to telework during the period of absence at the discretion of your department head. If you are not able to telework, you may be eligible for EPSL Administrative Leave, followed by any other accrued leave you have available.

What happens if a co-worker in my work location tests positive for COVID-19?

If the County learns of an employee who tests positive for COVID-19, the department will inform employees in that individual's work unit only that there is a confirmed case but will provide no identifying information for privacy protection. Employees should continue practicing social distancing, frequent hand washing, and wearing a mask while at the workplace.

If employees learn that they have been in contact with someone who was exposed to another person with COVID-19, they are generally not at increased risk for exposure to COVID-19. Unless the employee has symptoms of COVID-19, no work or activity restrictions are necessary. An asymptomatic employee in this case would be required to report to work and would have to obtain department approval to use their own accrued leave if unwilling to return.

What should I do if I become sick with known COVID-19 symptoms while at work?

Employees who start to feel ill should contact their immediate supervisor and stay home or go home from work if working onsite. Employees should self-monitor their symptoms and call their health care provider or the Department of Health for guidance.

If directed by a health care provider or Department of Health to self-quarantine and/or to get tested for COVID-19, you may be eligible for EPSL Administrative Leave. If you are tested for COVID-19 and receive a negative test result, you should to return to work if you are asymptomatic. Employees who remain out of work after they are released to work by their health care provider will have to use their available leave in accordance with County policies.

If an employee reports to work and is sent home by the County because of possible COVID-19 symptoms or exposure, the employee will receive EPSL Administrative Leave that day and will be directed to contact their health care provider or the Department of Health for further guidance.

Who do I contact with questions?

For questions about leave, pay, or benefits, contact the Office of Personnel at (410) 222-7595 or via email at PersonnelAnnouncements@aacounty.org.

For questions about teleworking or scheduling, contact your direct supervisor.

For general questions about COVID-19, please check the Anne Arundel County Department of Health website at www.aahealth.org or you may call the information line at (410) 222-7256.