



Request for EPSL Administrative Leave Related to COVID-19 (January 1, 2021 – March 31, 2021)

The Emergency Paid Sick Leave (EPSL) and Emergency FMLA benefits required by the federal government expired on December 31, 2020. Starting January 1, 2021, Anne Arundel County will provide up to 80 hours of EPSL Administrative Leave to employees who are absent because of certain reasons related to COVID-19. To request EPSL Administrative Leave, please complete the following request form and submit to your supervisor as soon as possible.

Employee Name (print clearly): _____

Department: _____

Supervisor: _____

Leave Start Date: _____ Estimated End Date: _____

The amount of EPSL Administrative Leave being requested is _____ hours.

I am requesting EPSL Administrative Leave for the following reason (check the appropriate reason below):

- 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 4) I am caring for an individual who is subject to either number 1 or 2 above.

You must provide written documentation supporting the request for EPSL Administrative Leave for any of the four reasons listed above. Such documentation may include a copy of any note from a health care provider advising self-quarantine or isolation because of COVID-19.

I understand that upon approval of this request, I will be eligible for up to a total of 80 hours of EPSL Administrative Leave paid at my regular pay rate.

Employee Signature

Date

Appointing Authority

Date



Approved:

Personnel Officer or Designee Date

For Personnel Use ONLY: Date received: _____ Supporting Documentation Received: Y/N

