



Request for EPSL Administrative Leave Related to COVID-19 (November 8, 2021 – March 31, 2022)

The Emergency Paid Sick Leave (EPSL) and Emergency FMLA benefits required by the federal government expired on December 31, 2020. Effective November 8, 2021, Anne Arundel County will again provide up to 40 hours of EPSL Administrative Leave to employees who are fully vaccinated for COVID-19 and who are absent for 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(s) below):

- 1) I have tested positive for COVID-19.
- 2) I 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) I am caring for a family member who is quarantined or in isolation because of COVID-19.

You must provide written documentation supporting the request for EPSL Administrative Leave for any of the three reasons listed above. Such documentation will include a copy of your COVID-19 vaccine record and 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 40 hours of EPSL Administrative Leave paid at my regular pay rate.

Employee Signature

Date

Appointing Authority/Designee

Date



Approved:

Personnel Officer or Designee Date

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

