

COVID-19 Payroll Changes

Employer Name: _____

Employee Name: _____

Paycheck Date: _____

Emergency Paid Sick Leave Act (PSL)

Dates being paid EPSL: _____ (not eligible until April 1, 2020)

Total hours to be paid to EPSL on this pay period (if not over the maximum): _____

Reason (check ONE item below):

Will be paid regular pay rates, maximum of \$511/day or \$5,110 total:

- Quarantine order by federal, state, or local authorities related to COVID-19
- Employee must self-quarantine as advised by a health care provider due to COVID-19
- Employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis

Will be paid 2/3 regular pay rates, maximum of \$200/day or \$2,000 total:

- Employee is caring for an individual who is subject to an order to quarantine due to COVID – 19
- Employee is caring for their child because school or childcare is closed due to COVID-19
- Employee is experiencing a similar condition specified by the Secretary of Health & Human Services

Emergency Family & Medical Leave Expansion Act (FMLA)

Dates being paid EFMLA: _____ (not eligible until April 1, 2020)

Total hours to be paid EFMLA on this pay period (if not over the maximum): _____

Must meet ALL requirements:

1. Employees who are unable to work (or telework) because the employee is caring for their child (18 years or younger) because school or a childcare provider is closed due to COVID-19.
2. Employee has been employed for at least 30 calendar days by the employer
3. Employer has paid initial two weeks using Emergency Paid Sick Leave (above)
4. Calculated payroll will be paid at 2/3 regular pay rates, not to exceed \$200 per day and \$10,000 total (or 10 weeks)

Documentation you will need to have on file if paying an employee the emergency leave:

Emergency Paid Sick Leave Act (PSL)

The DOL said the employee must provide a signed statement containing:

- The employee's name.
- The date(s) for which leave is requested.
- The coronavirus-qualifying reason for leave.
- A statement that the employee can't work or telework because of this reason.

Emergency Family & Medical Leave Expansion Act (FMLA)

The DOL said an individual requesting expanded family and medical leave must provide:

- The name of the child being cared for.
- The name of the school, place of care or child care provider that closed or became unavailable due to coronavirus reasons.
- A statement representing that no other suitable person is available to care for the child during the period of requested leave.