

EMPLOYEE REQUEST FOR EMERGENCY PAID SICK LEAVE ACT / EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT
CDCR (New 04/20)

The Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (E-FMLA) are expanded benefits for employees affected by COVID-19. Under the EPSLA, eligible employees are entitled up to 80 hours of emergency paid sick leave. Under the E-FMLA, employees who have worked for the employer for 30 days are entitled to 12 workweeks of protected FMLA leave and 10 workweeks of paid FMLA leave for specified reasons related to COVID-19. However, eligible employees can elect to use EPSLA for the initial two workweeks of E-FMLA for a total of 12 workweeks of paid leave.

Select Requested Leave: EPSLA – Complete Page 1. E-FMLA – Complete Page 2.

EMPLOYEE REQUEST FOR EMERGENCY PAID SICK LEAVE ACT REQUEST

Section I: Employee Information – Complete and submit to your Manager/Supervisor			
Last Name	First Name	PERNR	Position Number
Classification	Email Address	Phone Number	Institution / Facility / Program
Reason for EPSLA request: (Check all that apply)			
<input type="checkbox"/> Subject to a Federal, State, or local quarantine or isolation order related to COVID-19. <input type="checkbox"/> Advised by a health care provider to self-quarantine related to COVID-19. <input type="checkbox"/> Experiencing COVID-19 symptoms and seeking a medical diagnosis. <input type="checkbox"/> Caring for an individual subject to a Federal, State, or local quarantine or isolation order or self-quarantine advised by a health care provider related to COVID-19. <input type="checkbox"/> Caring for your child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons. Note: EPSLA can be taken intermittently, if the employee is teleworking and it is approved by your supervisor. <input type="checkbox"/> Experiencing other substantially similar condition specified by the U.S. Department of Health and Human Services.			
Name(s) of individual(s) caring for: _____, _____, _____			
Relationship to the individual(s): _____, _____, _____			
Date(s) requested for EPSLA due to COVID-19:			
Hours Requested:	<input type="checkbox"/> Substantiation documentation attached.		
Employee Signature	Date		
Section II: Manager/Supervisor – Complete and forward to the Hiring Authority or Designee			
Employee Excluded from Eligibility for FFCRA: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Substantiation documentation received.			
Supervisor Name	Title		
Supervisor Signature	Date		
Section III: Hiring Authority (HA) or Designee – Complete and forward to the local Personnel Office			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied * <input type="checkbox"/> Other Recommendation(s) *		HA Name	Date
*Document Reason(s) for Denial and/or Recommendations			
Hiring Authority or Designee Signature			
Section IV: Personnel Office			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied * <input type="checkbox"/> Other Recommendation(s) *		Personnel Reviewer	Classification
*Document Reason(s) for Denial and/or Recommendations			
Signature		Date	

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Page 2

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT REQUEST

Section I: Employee Information – Complete and submit to Personnel Office		
Last Name	First Name	Employee Phone Number
Position Number	Bargaining Unit	PERNR
Supervisors Name	Supervisor Phone Number	Date of Request
Leave Request		
Reason for E-FMLA request: (Check all that apply)		
<input type="checkbox"/> Caring for your child whose school is unavailable or is closed due to COVID-19 related reasons during the child's standard school calendar year. Enter the standard last day of your child's school year: _____		
<input type="checkbox"/> Caring for your child whose childcare provider is unavailable or is closed due to COVID-19 related reasons. Enter the last date of daycare closure: _____		
Do you currently have an approved standard Family Medical Leave Act (FMLA) / California Family Rights Act (CFRA) claim for the 2020 calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of child or children: _____, _____, _____		
Relationship to child or children: _____, _____, _____		
Leave of Absence Dates Requested (List all start and end dates if the leave requested is intermittent or incremental.)		
Start Date: _____ End Date: _____		
Start Date: _____ End Date: _____		
Start Date: _____ End Date: _____		
You must elect whether or not to use leave credits to cover the initial two workweeks (10 days) of unpaid E-FMLA. Should you elect not to use leave credits your pay will be docked accordingly. Below is a list of options that are available to you.		
Please make your election below:		
<input type="checkbox"/> I wish to use EPSLA		
<input type="checkbox"/> I wish to use my pre-existing leave credits		
<input type="checkbox"/> I wish to use my pre-existing leave credits to cover ____ (partial number of hours) for the first two workweeks (10 days) of E-FMLA .		
<input type="checkbox"/> I DO NOT wish to use leave credits.		
In addition to the options above, employees receiving pay at two-thirds may elect to use available pre-existing leave credits to supplement up to full pay.		
<input type="checkbox"/> I wish to receive 100 percent of my monthly salary while on E-FMLA. This will require using my pre-existing leave credits for the Remaining 1/3 supplementation.		
<input type="checkbox"/> I wish to receive _____ percent of my monthly salary while on E-FMLA. This will require the use of applicable pre-existing leave credits to supplement my monthly salary. Note: Supplement cannot be increased but may be decreased on a prospective basis at Human Resource's discretion.		
Please note: All existing certification requirements under the FMLA remain in effect if you are taking leave for an existing claim under the FMLA.		
Employee Signature		Date
Section II: Personnel Office		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied *	Personnel Reviewer	Classification
<input type="checkbox"/> Other Recommendation(s) *		
*Document Reason(s) for Denial and/or Recommendations		
<input type="checkbox"/> Substantiation documentation of the parent-child relationship received.		
<input type="checkbox"/> Substantiation documentation of school or child care closures due to COVID-19 received.		
Personnel Reviewer Signature		Date