



MEMORANDUM

Emergency Paid Sick Leave (EPSL) Request Form

Guidance on what a timesheet should look like based on the selection(s) marked on the request form

Note: Emergency Paid Sick leave is capped at 80 hours with a limit on daily gross wages and the aggregate gross wages (total gross wages that can be received through the duration of the EPSL plan)

Each box below represents the last 4 checkboxes at the bottom of the approved EPSL Request Form. If the box is checked on the Request form, the employee should enter the fields listed on the timesheet.

- I am using EPSL under (a), (b), or (c) and acknowledge this paid leave is capped at \$511 daily and \$5110 in the aggregate: therefore, if my full salary is above those caps, I may augment using available accrued leave or earned comp time.
 - TRC = **OLV** with the appropriate number of hours
 - User Field 3 = **EPSL20**
 - User Filed 5 = **HUNDR** – to find this code, type H in the search box or enter H and click the magnifying glass
 - (if these fields are not completed accurately, it may result in you not receiving 100% of your pay)
 - If my daily rate exceeds the \$511 daily cap when using TRC OLV and I choose to Augment, contact the payroll department for guidance
 - TRC = **VAC, SICK, PER, or CTRKN** with the appropriate # of augmented hours
 - User Field 3 = **HLTHER**
- I choose NOT to apply any other leaves and will receive pay (up to \$511 daily and \$5110) for using EPSL only.
 - If this box is checked on the form, the VAC, SICK, PER, CTKN above will NOT be entered on the timesheet

[Type text]

- I am using EPSL under (d), (e), or (f)** and choose to augment EPSL. EPSL is paid at 2/3 pay rate, not to exceed \$200 daily and \$2000 in the aggregate. Please use available leaves in the order stated (Number the leaves below 1-4 in the order you wish to have then applied).
 - TRC = **OLV** with the appropriate number of hours
 - User Field 3 = **EPLS20**
 - **This combination results in receiving 2/3 of pay unless you choose to augment hours to receive 100% pay**
 - TRC = **VAC, SICK, PER, or CTKN** with the appropriate # of augmented hours (see Calculation to Determine # of Hours to Augment on page 2)
 - User Field 3 = **HLTHER**
- I choose NOT to apply any other leaves and will receive 2/3 of my pay (up to \$200 daily and \$2000 total) using EPSL only.

Calculation to Determine # of Hours to Augment to Receive 100% Pay (for salary augmentation exceeding the daily rate – contact the payroll department for guidance)

- Multiply the total number of hours used for OLV by .3333
- Round result up to the nearest .25
- Enter rounded hours on timesheet with leave TRC (VAC, SICK, PER, CTKN)
 - Also enter User Field 3 = HLTHER

- Example 1 – full day of OLV
 - 7.50 OLV hours entered on timesheet
 - $7.50 \times .3333 = 2.49$
 - Round up to 2.50
 - Enter 2.50 on timesheet with leave TRC (SICK, VAC, PER, CTKN)
 - User Field 3 = HLTHER

- Example 2 – partial day of OLV
 - 3.0 OLV hours entered on timesheet
 - $3.0 \times .3333 = .99$
 - Round up to 1.0
 - Enter 1.0 on timesheet with leave TRC (SICK, VAC, PER, CTKN)
 - User Field 3 = HLTHER