



MEMORANDUM

EFML and EPSL Guidance for Employees

Please review the “EFML Timesheet Guidance” and the “EPSL Timesheet Guidance” to understand how your approved EFML and EPSL Request Forms (provided by SPD) selections should be mapped to your timesheet when using EFML and/or EPSL. Page 2 of each document has a calculation formula that can be used to assist in determining the number of leave hours to augment to achieve 100% of your pay, as long as your hourly rate x the OLV hours used does not exceed the daily caps of \$200 or \$511 related to the EPSL or EFML reason (a, b, c, d, e, f). If the hourly rate will cause you to exceed the daily cap, contact agency Payroll Department for guidance.

- The accuracy of your timesheet is critical for you to receive the correct EFML or EPSL pay
- When receiving EFML or EPSL pay at 2/3 rate and you choose to augment using accrued leave time to receive 100% pay, your timesheet entry and paystub should reflect similar to the following example:
 - Timesheet Entry
 - 67.50 REG
 - 7.50 OLV with User Field 3 EPSL20 ($2/3$ of 7.50 = 5.00)
 - 2.50 SICK (augmented hours)
 - Paystub reflects
 - 72.50 REG ($67.50 + 5.00$)
 - 2.50 SICK
- When receiving EFML or EPSL at 2/3 rate and you chooses NOT to augment using accrued leave time to receive 100% pay, your timesheet entry and paystub should reflect similar to the following example:
 - Timesheet Entry
 - 67.50 REG
 - 7.5 OLV with User Field 3 EPSL20
 - Paystub reflects
 - 75.00 REG (67.50 REG + 7.50 OLV)
 - Negative adjustment = $1/3$ of the 7.5 OLV hours
- You should be notified by your agency HR Department when you have exceeded the allowable hours or maximum dollars under the plan(s) and are no longer eligible to enter the EFML or EPSL codes on your timesheet
 - Payroll/HR will notify your supervisor/manager that you have exceeded the caps
- Should you transfer agencies, your accumulated hours and total dollars received for EFML or EPSL will follow you to your new agency

[Type text]

- If you are scheduled to work on a holiday and you do NOT work on that holiday, you will receive holiday pay, but you will not be paid for EFML or EPSL
- **Contact your Agency HR or Payroll Department with any questions**