

**CITY OF WYOMING  
EMERGENCY PAID SICK LEAVE ACT**

The Families First Coronavirus Response Act of 2020 (FFCRA) includes Division E “Emergency Paid Sick Leave Act” (EPSLA). The provisions of the EPSLA are in effect April 1, 2020, through December 31, 2020. Employees are eligible for EPSLA if they have been employed and worked for the employer at least one day. For questions regarding hours available under the EPSLA, contact Human Resources.

**Request for Leave**

**I am hereby requesting leave for the following purpose under the FFCRA:**

**For the following purposes, employees are eligible for up to two weeks of regular pay (max. \$511/day).**

- Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
- Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;

**For the following purposes, employees are eligible for two-thirds regular pay (max. \$200/day). Employees may supplement accrued leave time (in half-hour increments) not to exceed 100% of their regular base wage.**

- Employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- Employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions
- Employee experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor

**Beginning Date Requested:** \_\_\_\_\_ **Ending Date Requested:** \_\_\_\_\_

**Leave Time:**

If you wish to supplement this pay with time from your accrued leave balances, please indicate which form of leave you will be using, in which order, and the number of hours of each:

Type of Leave	Rank in Order of Preference (1-5)	Number of Hours
Emergency Paid Sick Leave		
Sick		
Vacation		
Floating Holiday		
Compensation Time		

An Employer of emergency responders may elect to exclude such employees from the provisions of the EPSLA. The City has opted to not exclude emergency responders; however, should there be a need, the Director of Police and Fire Services may call such employees back to work.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by (Dept. Head): \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by (HR): \_\_\_\_\_ Date: \_\_\_\_\_

HR	Employee	Dept Payroll	Finance
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