



Office of Human Resources  
1500 N. Verdugo Road  
Glendale, California 91208  
818-240-1000 Ext 5921  
Fax: 818 551-5169  
www.glendale.edu

## Emergency Paid Sick Leave

Effective April 1, 2020 through December 31, 2020, the District shall implement and administer federally legislated Emergency Paid Sick Leave (EPSL). EPSL affords employees a pro-rata equivalent of sick leave up to the equivalent of a two-week accrual. (i.e. fulltime faculty may use up to 70 hours of EPSL; fulltime classified staff or administrators may use up to 80 hours of EPSL). EPSL may be used for COVID-19-related issues including:

An employee being unable to work or telework due to:

- A Federal, State, or local quarantine or isolation order,
- Advice from a health care provider to self-quarantine due to concerns related to COVID-19,
- Experiencing symptoms of COVID-19 and is seeking a medical diagnosis,
- I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- Care for a son or daughter whose school or place of care has been closed, or whose childcare provider is unavailable, due to COVID-19 precautions, or
- Experiencing any other substantially similar condition specified by the federal Secretary of Health and Human Services in consultation with the federal Secretary of the Treasury and the federal Secretary of Labor.

EPSL shall not be considered part of regular sick leave accruals or extended sick leave accruals and may only be used from April 1, 2020 through December 31, 2020 for the above COVID-19 related issues.

In addition to completing a [Request for Emergency Paid Sick Leave and/or FMLA Public Health Emergency](#) form, employees are required to submit acceptable supporting documentation of the need to take EPSL related to COVID-19. Examples of acceptable supporting documentation include:

- Federal, State or local quarantine isolation order,
- Written documentation from a health care provider advising the employee to self-quarantine,
- Notice of closure that has been posted on a government, school, or day care website,
- Notice of closure published in a newspaper, or
- Email notice of closure from an employee or official of the school, place of care, or childcare provider.

The Request for Emergency Paid Sick Leave and/or FMLA Public Health Emergency form and acceptable supporting documentation should be email to Heidi Jenkins, Human Resources Specialist, [hjenkins@glendale.edu](mailto:hjenkins@glendale.edu)

### **Family and Medical Leave Act Public Health Emergency Leave (“EFMLA”)**

Additionally, effective April 1, 2020 through December 31, 2020, the District shall implement and administer federally legislated Family and Medical Leave Act Public Health Emergency Leave (EFMLA). Employees who have worked for the Glendale Community College District at least 30 calendar days may:

- Use up to 12 workweeks of unpaid leave due to the employee’s inability to work or telework, because an employee’s son or daughter’s place of care/childcare provider or school has been closed due to a public health emergency. An employee’s son or daughter must be under 18 years of age.

In addition to completing a [Request for Emergency Paid Sick Leave and/or FMLA Public Health Emergency](#) form, employees are required to submit acceptable supporting documentation of the need to take EFMLA related to COVID-19. Examples of acceptable supporting documentation include:

- Notice of closure that has been posted on a government, school, or day care website,
- Notice of closure published in a newspaper,
- Email notice of closure from an employee or official of the school, place of care, or childcare provider.

EFMLA is unpaid, however, an employee may elect to use existing paid leave accruals including EPSL, existing sick leave accruals, or vacation (classified staff and administrators). Additionally, EFMLA runs concurrently with FMLA entitlements.

The Request for Emergency Paid Sick Leave and/or FMLA Public Health Emergency form and acceptable supporting documentation should be email to Heidi Jenkins, Human Resources Specialist, [hjenkins@glendale.edu](mailto:hjenkins@glendale.edu)