



COVID-19 EMERGENCY PAID SICK LEAVE CERTIFICATION FORM

This form should be completed by the employee and submitted to the employee’s supervisor or agency personnel division. The purpose of this form is to verify that the employee is qualified for up to 80 hours of Emergency Paid Sick Leave (EPSL) pursuant to the Families First Coronavirus Response Act. This leave is paid at the employee’s full rate of pay.

Rather than use the EPSL, I am choosing to use my appropriate accrued leave.

As an employee attesting to eligibility for Emergency Paid Sick Leave, I attest that I am unable to work or telework due to the following (**select only one**):

- (#1) I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (#2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (#3) I am experiencing symptoms of COVID-19 and am seeking medical diagnosis.
- (#4) I am caring for an individual subject to quarantine or isolation.
- (#6) I am experiencing a similar condition as specified by the Secretary of Health & Human Services.

In accordance therewith, I request to begin Emergency Paid Sick Leave on the following date:
_____.

Please provide the following documentation related to quarantine: Name of governmental entity or health care professional ordering/advising quarantine/self-quarantine. If providing care for an individual, provide person’s name and relationship to employee.

I certify the truth and veracity of the above attestation(s) and that I have made a reasonable inquiry to confirm the accuracy thereof. I further certify that I have not made a material false statement with the intent to mislead a public servant in the performance of his or her official functions.

I understand that I may be subject to disciplinary action, including termination, if any of the above is subsequently determined to be false or misleading.

Employee Signature*

Date

*An employee who is unable to complete the form may have the agency’s personnel division complete it per employee’s conversation.