



## **COVID-19 EMERGENCY PAID SICK LEAVE INITIATIVE (EPSL)**

### **FREQUENTLY ASKED QUESTIONS**

*The Department of Human Resources has compiled this list to address some of the most frequently asked questions received by employees.*

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**1. What is the COVID-19 Emergency Paid Sick Leave Initiative (EPSL)?**

The COVID-19 Emergency Paid Sick Leave Initiative provides eligible employees with up to 10 consecutive paid days due to a positive COVID-19 diagnosis. Employees can only utilize this initiative one-time.

**2. Who qualifies for COVID-19 Emergency Paid Sick Leave Initiative (EPSL)?**

Full-time and part-time employees who are unable/ineligible to work qualify for the COVID-19 Emergency Paid Sick Leave Initiative. This initiative does not include substitutes and is a one-time initiative.

**3. What is the effective date for the COVID-19 Emergency Paid Sick Leave Initiative (EPSL)?**

The effective date is from 07/01/2021 to 06/30/2022. This will be retroactive for previously diagnosed individuals as of 07/01/2021.

**4. If I am employed with Shelby County Schools and test positive, how do I report this and receive compensation?**

- Employees must notify their direct supervisor immediately.
- Employees must use the SCS self-reporting email [SCSSelfreport@SCSk12.org](mailto:SCSSelfreport@SCSk12.org) or contact 901-416-1730 to report a positive PCR COVID-19 test result.
- Contact tracing will send an email to the employee and direct supervisor advising of absence.
- **Positive PCR test result documentation is required to receive EPSL pay.**

**Note:** Failure to submit the required documentation could delay or deny approval of coverage under the Emergency Paid Sick Leave Initiative (EPSL)

**5. If I am employed with Shelby County Schools and a member of my household tests positive for COVID-19?**

The COVID-19 Paid Sick Leave Initiative is only for employees that have been directly diagnosed and confirmed with a positive test result. If a member of your household or someone you come in close contact tests positive, you are not eligible for the Emergency Paid Sick Leave Initiative.

**6. What happens if I have used all 10 Emergency Paid Sick days (EPSL) and need additional time off due to testing positive for COVID-19?**

If an employee has used their one-time offer of the EPSL days and are required to be absent additional days, they could be entitled to FMLA leave (if applicable).

During this additional time, eligible employees will have the option of using accrued sick days, personal days and/or vacation days to remain in a paid status. If the employee does not have available sick and/or vacation days, the employee will be in an unpaid status.

**7. Am I required to use the 10 days of Emergency Paid Sick Leave (EPSL) consecutively?**

No, eligible employees are entitled to a maximum of 10 paid days that may be utilized by 06/30/2022.

**8. How will my payroll preparer know how to code me if I am absent due to a positive COVID-19 diagnosis?**

Contact Tracing will provide your immediate supervisor with the approved code (584 – Used EPSL) for your EPSL absence(s) via email.