ACM Emergency Paid Sick Leave for COVID-19

The Department of Labor enacted the Families First Coronavirus Response Act (FFCRA). This act assisted employees during COVID-19 by providing additional leave options. Those options were effective April 1, 2020 through December 31, 2020. View the employee rights under this act here.

To provide continued care to all employees, Allegany College of Maryland will extend the deadline to use Emergency Paid Sick Leave (EPSL) to help ensure employees do not report to work if symptomatic and to enable observance of quarantine and isolation guidelines related to COVID-19. This additional employer provided benefit will expire on June 30, 2021.

The extension of the Emergency Paid Sick Leave will allow employees who have not used the leave benefit or who have not used the maximum allowable amount under EPSL to apply for and use the leave should they need it through June 30, 2021. Please note that this extension does not provide additional paid leave benefits over and above what was currently offered under the FFCRA. In addition, if Congress amends the provisions of FFCRA prior to June 30, 2021, the college will comply with the federal amendment.

A. Emergency Paid Sick Leave

Emergency paid sick leave will be available for COVID-19 absences when you are unable to work/telework because you:

1. are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. have been advised by a health care provider or ACM (based on current CDC risk assessment factors) to self-quarantine related to COVID-19;
3. are experiencing COVID-19 symptoms and seeking a medical diagnosis; or
4. are caring for an individual subject to an order to self-quarantine or isolate.

Eligibility for EPSL

All employees who are scheduled to work or telework, regardless of their tenure with ACM, who have full-time and part-time status are eligible to receive this benefit. If you are not scheduled to work or telework due to reduction in hours, change in schedule, or closure, you are not eligible for EPSL.

Paid Benefits for EPSL

Eligible employees will receive up to two (2) weeks of paid sick leave.

- Full-time employees (scheduled to work 35 or more hours per week): 80 hours at their regular rate of pay
- Part-time employees (scheduled to work less than 35 hours per week): the number of hours that the employee works, on average, over a two (2) week period, at their regular rate of pay

After ESPL is exhausted, employees will use other applicable paid leave (sick leave, annual leave) before going to unpaid leave status.

Return to work following EPSL

Employees are required to follow guidelines established by the Centers for Disease Control and Prevention as it relates to ceasing home isolation practices and consult with HR prior to returning.
B. Notification of the need for EPSL Leave

Employees should request emergency paid leave as soon as possible once the need for the leave arises by notifying their immediate supervisor or human resources and indicating the specific qualifying reason and date of requested leave. If an employee is incapacitated, the employee’s representative must provide verbal notice as described above as soon as possible. Calling in “sick” does not qualify as adequate notice. An employee must provide sufficient information about the reason for an absence so that ACM can determine that protection and benefits may exist under this policy.

C. Insurance benefit continuation during EPSL Leave

Coverage under group health insurance will continue while an employee is on leave, but employees must continue to pay their usual portion of the premium. Other employment benefits such as life insurance, dental insurance, vision insurance, supplemental accident and critical illness insurance will also be continued during the leave, as long as the employee continues to pay any required contribution. Payment arrangements will be discussed with individuals upon their request for leave.

D. Certification for EPSL Leave

Generally, ACM will require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or a written note by a health care provider advising self-quarantine.

ACM understands that requesting healthcare provider documentation may place additional burdens on our medical community during this pandemic, therefore if an employee is unable to obtain this documentation, at a minimum, the name, address, and phone number of your treating healthcare provider must be provided. ACM also reserves the right to request additional documentation completed by your healthcare provider or childcare provider (as applicable) in situations where there is reason to believe an employee is fraudulently attempting to obtain leave or paid benefits.