



Southcoast Health

Emergency Paid Sick Leave Process – Eff 5/28/21

All Massachusetts employers are required to provide emergency paid sick leave to employees who are unable to work for a variety of COVID-19 related reasons effective May 28 until April 1, 2022 (extended) or until the exhaustion of \$75M in program funds as determined by the Commonwealth of MA, whichever is earlier.

Please follow the below steps to adhere to this temporary law:

Step #1:

The employee follows normal departmental procedure for notifying supervisor of absence. Upon return from your qualified COVID 19 emergency sick leave, the employee completes the **MA Emergency Paid Sick Leave Request Form** (the “Form”) and provides to the Supervisor.

Step #2:

Once received, the Supervisor will review the completed Form to ensure it is completed in its entirety and then forward it to the Kronos department at macginitiet@southcoast.org. The Supervisor or Timekeeper will enter the appropriate PTO (i.e. ETO or sick) for the scheduled hours missed on the timecard.

Step #3:

The Kronos department will update the timecard in accordance with the applicable time outlined on the Form by coding it as Admin Paid Leave (code 9030). This step will ensure we are using consistent coding in Kronos and that it does not exceed the maximum \$850 benefit.

Below are some Frequently Asked Questions. For more detail, please refer to the [Notice](#) which was distributed via email on June 9, 2021.

1. What COVID-19 related reasons are covered?

a. Employees who need to:

- Self-isolate and care for themselves because they have been diagnosed with COVID-19;
- Get a medical diagnosis, care, or treatment for COVID-19 symptoms; or

- Get or recover from a COVID-19 immunization;
- b. Employees who need to care for a family member who:
 - must self-isolate due to a COVID-19 diagnosis; or
 - needs medical diagnosis, care, or treatment for COVID-19 symptoms;
- c. A quarantine order or similar determination regarding the employee by a local, state, or federal public official, a health authority having jurisdiction, or a health care provider;
- d. Employees who need to care for a family member due to a quarantine order or similar determination regarding the family member by a local, state, or federal public official, a health authority having jurisdiction, the family member's employer, or a health care provider; or
- e. Employees who are unable to telework due to COVID-19 symptoms.

2. Can Southcoast require the use of PTO (i.e. ETO, vacation, sick, personal time)?

- a. No, employers cannot require employees to use other types of available paid leave before they use the COVID-19 emergency paid sick leave while it is available.

3. How much emergency paid sick time is available for employees?

- a. 40 hours of COVID-19 emergency paid sick leave is available for full-time employees (employees who work 40 or more hours per week). Employees who work fewer than 40 hours per week, will have an amount equal to the average number of hours worked per week over the previous 6-months.

4. Is there a maximum amount of emergency paid sick leave the Commonwealth has made available?

- a. Yes, the maximum amount an employer is required to pay per employee, and seek reimbursement for, is \$850.

5. How does an employee request the use of this time?

- a. Immediately upon return from leave, the Employee completes the [MA Emergency Paid Sick Leave Request Form](#) and provides it to Supervisor.

6. Does the emergency paid sick leave offer job protection?

- a. While using COVID-19 emergency paid sick leave offered through the Commonwealth, employers may not deny or retaliate against an employee for using leave time through this program.

If you have any questions regarding this process, please email macginitiet@southcoast.org or speak with your HR Business Partner.