



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

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Massachusetts COVID-19 Emergency Paid Sick Leave (MCEPSL)

To request paid leave as provided under MCEPSL*, please complete this request form, and submit it to your Dept. Head/Supervisor as soon as possible. Verbal notice will be accepted until the completed form is provided. Documentation to support the need for the leave is required. Completed request form with required documentation must be submitted to Human Resources.

Employee Name (print clearly): _____

Department: _____


Dept. Head/Supervisor: _____ Dept. Head/Supervisor was notified

Requested Leave Start Date: _____ Estimated End Date: _____

The amount of MCEPSL being requested is _____ hours. *Maximum MCEPSL is 40 hours.*

The reason for this MCEPSL request is (check the appropriate reason below):

- 1) Self-isolate and self-care because of a COVID-19 diagnosis.
- 2) Seek or obtain medical diagnosis, care, or treatment for COVID-19 symptoms.
- 3) Obtain or recover from immunization related to COVID-19.
- 4) Care for a family member due to a COVID-19 diagnosis.
- 5) Care for a family member who needs a medical diagnosis, care, or treatment for COVID-19 symptoms.
- 6) A quarantine order, or other determination by a public health official or healthcare provider that the employee's presence at work would jeopardize the health of others.
- 7) Caring for a family member who is subject to a quarantine order, or other determination by a public health official or healthcare provider.
- 8) Inability to work remotely because of a COVID-19 diagnosis and symptoms.

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Eligibility = weekly scheduled hours. (i.e., An employee scheduled to work 40 hours per week is eligible for 40 hours of MCEPSL.)

Maximum pay for 40 hours is \$850. Pay will be prorated for schedules less than 40 hours per week.

• Employee may supplement pay as follows:

- Personal Time Vacation Time Sick Time

Employee Signature: _____ Date: ____/____/____

Dept. Head/Supervisor Signature: _____ Date: ____/____/____

HR Signature: _____ Date: ____/____/____

- Documentation Received Date: ____/____/____

***Massachusetts COVID-19 Emergency Paid Sick Leave**

Effective May 28, 2021, the Governor signed Chapter 16 of the Acts of 2021 (the “Act”) into law. Under this new law, municipal employees are eligible for an additional week of paid sick leave for COVID-19 related reasons. This paid sick leave (for qualifying reasons) is effective through September 30, 2021 (or until funding runs out, if sooner). This leave may be used on an intermittent basis and in hourly increments and maxes out at \$850 per employee per week.