

From: [FSIS User Information - FSIS](#)
To: [FSIS - All FSIS Employees](#)
Subject: Updated: Emergency Paid Leave
Date: Wednesday, May 26, 2021 8:30:36 AM
Attachments: [EPL - Attachment 1 Frequently Asked Questions 5 19.pdf](#)
[EPL - Attachment 2 Employee Agreement 5 19.pdf](#)
[EPL - Attachment 3 Employee Notification and Leave Request Form 5 19.pdf](#)
[EPL - Attachment 4 Supervisor Tracker for Employee Use of EPL 5 19.docx](#)
[EPL - Attachment 5 Implementation of Emergency Paid Leave.pdf](#)

******* Please do not respond to this mailbox. Thank you. *******

Updated with USDA implementation guidance attachment.

Emergency Paid Leave

On March 11, 2021, the American Rescue Plan of 2021 was enacted. Within the plan, a new category of emergency paid leave (EPL) was established for use by Federal employees affected by COVID-19. Attached is the guidance for use of EPL, the EPL notification and request form, employee agreement, supervisor tracker, and frequently asked questions (FAQs).

EPL is separate paid leave for full-time and part-time employees that does not affect the employee's personal leave balances (i.e., annual, and sick leave) for use when affected by COVID-19. Employees on an intermittent schedule are not eligible for EPL.

Employees must complete and submit the EPL notification and request form to their supervisors for approval. We encourage all FSIS employees who believe their circumstances make them eligible to utilize EPL based on the criteria to review and complete the required documents in accordance with the instructions. We recommend that employees submit the documentation to their supervisors **no later than Fri., May 28, 2021.**

Supervisors should forward approved EPL request forms to FSISHR1@usda.gov with the subject header, "Emergency Paid Leave" for submission to OPM for Agency reimbursement **no later than Wed., June 2, 2021.** The Agency will begin submitting claims on behalf of employees on Friday, June 4 – the first day claims will be accepted by OPM.

Please Note: While claims will continue to be accepted by OPM past June 4, 2021, this benefit is limited based on funds provided by Congress for EPL and is subject to end if and when funding runs out.

If you have questions regarding EPL, please contact the Office of Human Resources at 1-877-FSIS-HR1, option 4 for leave questions or FSISHR1@usda.gov with the subject header, "Emergency Paid Leave."

Lost/stolen laptop, Smartphone or other Personal Data Assistant (PDA) or Personally Identifiable Information (PII) Incident? Immediately contact USDA at 1-877-Pii2You or 1-888-926-2373, 24 hours a day, and then contact the FSIS Service Desk at 1 (800) 473-9135.