*Sample communication to employees IF your parish/school chooses to offer EMERGENCY PAID SICK LEAVE (EPSL)*

Employee Communication Memo – Emergency Paid Leave Benefits Related to Covid-19

The Federal Government enacted a voluntary legislation, The American Rescue Plan Act (ARPA), extending the benefits of the Family First Coronavirus Response Act (FFCRA) through September 30, 2021.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***PARISH/SCHOOL*** is now choosing to extend those paid leave benefits to employees, effective ***date,*** 2021 through September 30, 2021. ARPA refreshes the 10 days of Emergency Paid Sick Leave (EPSL) paid at 100% (up to $511 per day). Eligible employees will be able to take COVID-19 related absences related to this Act.

\_\_\_\_\_\_\_\_\_\_\_\_***PARISH/SCHOOL*** acknowledges that employees continue to be impacted by the pandemic. Your health and safety and the wellbeing of all employees is top priority of\_\_\_\_\_\_\_\_\_\_\_ ***PARISH/SCHOOL***. Our pandemic workplace response plan remains in place and employees should continue to implement precautions to minimize the risk of spreading the virus, such as social distancing, wearing face coverings where appropriate, staying home when ill/exposed and washing/sanitizing hands and surfaces.

Employees should communicate with their supervisor or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the Parish/School Office regarding COVID-19 related absences to discuss the benefits available and the proper procedures and documentation necessary to take this leave.

We thank all employees for their dedication, perseverance, cooperation, patience and understanding during the pandemic. We know the past year and a half has been challenging. We will continue to monitor new legislation as it passes and will communicate changes to employees as they are made. Your *Parish/School Office* remains available to provide resources, answer questions, and support you.