

## **EMPLOYEE NOTICE REGARDING MASSACHUSETTS COVID-19 EMERGENCY PAID SICK LEAVE**

**Updated October 2021**

### **Overview**

Massachusetts COVID-19 Emergency Paid Sick Leave law requires employers to provide up to one week of paid sick leave to employees who need leave for a covered COVID-19 related reason. This leave is in addition to Harvard's existing time off and leave options/benefits.

MA COVID-19 Emergency Paid Sick Leave is temporary and only effective for use May 28, 2021 through April 1, 2022 (or until the Commonwealth's funds for this program are exhausted).

### **Reasons for Leave**

Employees can take leave for the following reasons:

- To take care of themselves or get medical treatment due to a COVID-19 diagnosis or symptoms, or to get or recover from a COVID-19 immunization
- To quarantine as required by a local, state, or federal public official, a health authority having jurisdiction, the employee's employer, or a health care provider

Employees can also take leave if they have to care for a family member in any of the above situations

- Covered family members are an employee's spouse, domestic partner, child, parent, grandchild, grandparent, or sibling, a parent of the employee's spouse or domestic partner, or a person who stood in loco parentis to the employee when the employee was a minor child

\*In general, employers may not require employees to use other types of available paid leave before they use COVID-19 Emergency Paid Sick Leave, or require employees to find someone else to cover the time they will miss while using COVID-19 Emergency Paid Sick Leave.

\*Employers may not interfere with an employee's ability to use COVID-19 Emergency Paid Sick Leave or retaliate against an employee for taking COVID-19 Emergency Paid Sick Leave.

### **How Much Leave Are Employees Entitled to?**

Employees regularly scheduled to work at least 40 hours/week may be eligible for 40 hours of leave.

For employees who work less than 40 hours/week, leave amount is based on average number of regularly scheduled hours the employee works. For example, an employee who is regularly scheduled to work 20 hours/week may be eligible for 20 hours of leave.

### **Requests for Leave**

Employees who need leave for an above covered reason should notify their managers of such need. Employees who report their time through Peoplesoft Absence Management should select Excused Absence with reason code MPS (description – MA COVID-19 Paid Sick). Employees who report their paid time off through other time reporting systems should refer to local department instructions.

Employees who have used other paid time off or unpaid leave for above MA COVID-19 Emergency Paid Sick Leave covered reasons since May 28, 2021 should contact their manager or HR to reverse such time.

Employers may require employees to provide medical and other documentation related to the request. Managers should contact HR if abuse of leave is indicated, prior to requiring medical documentation.