

Emergency Paid Leave (EPL) Request Form

Employee Name:	
Required Information for EPL Requests	
Date(s) for which leave is requested;	
Description of the qualifying circumstance justifying use of the leave	
Oral or written statement (certification) that the employee is unable to work because of the cited qualifying circumstance.	

Employee Certifications (Initial each statement then sign)	
<p>_____ I understand that I am responsible for providing the applicable information to my leave approving official as soon as practical. I acknowledge that I have received a checklist of the documentation required.</p> <p>_____ I understand that any EPL provided to me will reduce my total creditable service used to calculate any Federal civilian retirement annuity benefit I may receive.</p> <p>_____ I acknowledge and understand the consequences of providing a false certification (e.g., the possibility that my agency could pursue appropriate disciplinary action, up to and including removal from Federal Service, or make a referral to a Federal entity that investigates whether conduct constitutes a criminal violation).</p>	
<p>I understand that the approval of a retroactive leave request(s) is contingent upon the following:</p> <p>_____ Availability of the Fund. If the applicable Fund has been exhausted, no retroactive payment may be made.</p> <p>_____ A review to determine if I was prevented from requesting and using this leave due to no fault of my own (lack of information, unable to enter a request timely due to no leave code being available).</p>	
<p>_____ I understand that if the emergency paid leave is not available due to exhaustion of the applicable Fund, I must apply other paid leave or paid time off (as available to the employee and as appropriate for the given circumstance) or will retroactively take leave without pay for the affected period and voluntarily provide monetary reimbursement to VA. Additionally, I may seek to apply advanced annual or advanced sick leave (as appropriate) under the normal rules governing such advances of leave. I understand that I cannot exceed 600 hours (or the prorated equivalent for a part-time or uncommon tour of duty) of emergency paid leave. If I am a Title 38 hybrid employee, I will have access of up to 600 hours (or the prorated equivalent) under the OPM fund and up to 600 hours (or the prorated equivalent) under the VA fund.</p>	
Employee's signature (ink/scanned signature is acceptable)	Date