



Jeanne Parziale
Director of Human Resources

Office of Human Resources
50 Billerica Road
Chelmsford, MA 01824-2777
jparziale@townofchelmsford.us

(978) 250-5288
Fax: (978) 405-5252

MEMORANDUM

TO: Town Employees
FROM: Jeanne Parziale, HR Director *JP*
DATE: January 13, 2022
RE: MA Emergency Paid Sick Leave Clarification

Upon closer review of the COVID-19 Massachusetts Emergency Paid Sick Leave law, it has come to my attention that the MEPSL law may allow for employees to submit more than one request, however, requests for paid leave will not exceed a one-time maximum of 40 hours or the total weekly scheduled hours of the employee. (i.e., An employee scheduled to work 40 hours per week is eligible for 40 hours of MEPSL.) Details regarding Emergency Paid Sick Leave are attached. These provisions will apply from May 28, 2021 through April 1, 2022.

To request paid leave, an employee must complete the MEPSL request form enclosed, and provide documentation to support the need for the leave required.

Going forward, employees who require additional time out beyond the maximum allowed hours will use employee earned leave or other qualifying paid leave. Please forward any questions regarding this information to Jeanne Parziale in Human Resources.

Thank you for your attention.

Enclosures

1. MA Emergency Paid Sick Leave Act
2. MEPSL Request Form