

CLIENT ALERT: Executive Office for Administration and Finance Issues Sample COVID-19 Emergency Paid Sick Leave Form and Reimbursement Instructions

Following the enactment of the Massachusetts COVID-19 [emergency paid sick leave law](#), the Executive Office for Administration and Finance (“A&F”) launched a COVID-19 Temporary Emergency Paid Sick Leave Program [website](#), which has been routinely updated with the most current information on the new law. Most recently, the website added a Sample Employee Leave Request Form, which may be found at the bottom of the page, and instructions on how employers may apply for reimbursement.

According to these new instructions, beginning July 8, 2021, and until September 30, 2021 or the exhaustion of the COVID-19 Emergency Paid Sick Leave Fund (whichever is earlier), employers may apply for reimbursement of the costs of providing COVID-19 emergency paid sick leave (up to a total of \$850 per eligible employee), through the Department of Revenue’s MassTaxConnect [website](#). The instructions provide a step-by-step guide for submitting a claim through MassTaxConnect, as well as a [video](#) demonstrating how to submit an application using screenshots. The A&F office indicates that depending on when a request is submitted, it may take several weeks or longer to process. If an employer needs to file a request for another week, it may proceed through the same steps to file another return.

MBJ will continue to monitor and update clients on new developments in this law. Employers with questions about the new COVID-19 emergency paid sick leave law, leave requests, or reimbursements should consult with their MBJ attorney.

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This alert was prepared on July 12, 2021.

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