

USDA Guidance

Supervisor Tracker for Employee Use of Emergency Paid Leave

Supervisors are responsible for ensuring subordinate employees do not exceed the biweekly limit (\$2,800 or equivalent) and aggregate limit (600 hours or equivalent) when using emergency paid leave. Use the following chart to track an employee's use of emergency paid leave to ensure they do not exceed the limitations.

Employee Name: _____

Adjusted Hourly Rate of Basic Pay: \$_____

Pay Period	No. of Emergency Paid Leave Hours Claimed	Total Payment of Emergency Paid Leave in the Pay Period
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Total		