



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
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ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Emergency Federal Employee Leave Fund

AUDIENCE: Appropriated Fund and Nonappropriated Fund

ACTION: Disseminate to All DoD Human Resources Practitioners

REFERENCE: The American Rescue Plan Act of 2021, Section 4001,  
<https://www.congress.gov/bill/117th-congress/house-bill/1319/text#toc-H210C2D88196E4247824F11E6DF3886A8>

BACKGROUND/INTENT: Section 4001 of the American Rescue Plan Act of 2021 established a new category of paid leave for certain groups of Federal employees based on specific COVID-19-related qualifying circumstances. This new emergency paid leave is funded by a \$570 million Emergency Federal Employee Leave Fund administered by the Office of Personnel Management (OPM). Please note this emergency paid leave is not an extension of the Emergency Paid Sick Leave Act passed in April 2020; rather, it is a new form of paid leave with different qualifying circumstances and a specific, dedicated fund. The qualifying circumstances are detailed in the reference. Emergency paid leave may only be used during the qualifying period, March 11, 2021, through September 30, 2021.

OPM implementing guidance on emergency paid leave is pending publication. Once published, DoD will issue supplemental procedural guidance for Components when administering requests for emergency paid leave from appropriated and nonappropriated fund employees.

In the interim, employees should use leave code "LV" to record qualifying circumstances identified in the American Rescue Plan Act 2021. Components should likewise monitor and track leave used for these qualifying circumstances to ensure retroactive leave substitution and reimbursement requests can be submitted and processed once OPM and DoD supplemental guidance is issued.

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