

### Emergency Paid Leave Tracking

This form can be used to track Emergency Paid Leave (EPL) taken by an employee under Public Law 117-2. The number of EPL hours used by an employee should be reported to OPM on the final separation *Individual Retirement Record (IRR)* - SF 2806 or SF 3103 - when the employee retires. Please see Benefits Administration Letter (BAL) 21-102 for more information.

Employee name ( <i>last, first, middle</i> )	Date of birth ( <i>mm/dd/yyyy</i> )
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<b>Dates of Emergency Paid Leave</b>		<b>Emergency Paid Leave Hours Used</b>
<b>From (<i>mm/dd/yyyy</i>)</b>	<b>To (<i>mm/dd/yyyy</i>)</b>	
<b>Total Emergency Paid Leave Hours</b> >>>>>>		

**For Agency Use**