United States
Office of Personnel Management
Retirement Operations Center
Boyers, Pennsylvania 16017

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 *(last, first, middle)*	Date of birth *(mm/dd/yyyy)*

Dates of Emergency Paid Leave		***Emergency Paid Leave Hours Used***
From *(mm/dd/yyyy)*	**To *(mm/dd/yyyy)***	
Total Emergency Paid Leave Hours ➢➢➢➢➢➢		

For Agency Use