



PAYROLL

Request for COVID Leave (FY 2022)

Employee Name: _____

Employee ID: _____

Instructions: Employees are eligible for up to 5 days (prorated based on FTE) of COVID Leave for the reasons listed below. To access this leave for an absence occurring from July 1st through January 31st you must complete the below information and provide any required supporting documents by February 28th. For absences occurring February 1st through June 30th, enter your absences in Absence Management using the applicable leave code (Sick, PTO, Leave Without Pay) and submit this form to the Payroll Department along with any required documentation for review. If approved, Payroll will adjust your absences to COVID Leave.

Reason for requesting COVID-19 leave: (Please select the applicable reason from the list below.)

- 1. I was required to isolate because of a positive COVID-19 test.
 - You must provide documentation, i.e. a copy of your positive test result.
- 2. I was excluded from work because I was experiencing COVID like symptoms.
- 3. I was required to care for a household member who tested positive for COVID-19.
 - You must provide documentation, i.e. a copy of the positive test result.

List your applicable absences below:

Date	Start Time	End Time	Total Hours	Previous Absence Code

I do hereby attest that this information is true, accurate and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may subject me to possible employment action.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____