



### Request for Emergency Paid Sick Leave

If it is necessary for an employee to be off work because they or a family member are ill, or if they are in self-quarantine and cannot work remotely, they can access all of their paid time: sick, vacation, and, if approved for FMLA, family leave. If an employee has fully utilized all paid leave and is still unable to return to work, one time they can request up to an additional two weeks of full-pay sick leave.

**To request additional paid sick leave, please complete the following and submit to your HR Business Partner. Documentation supporting the need for leave must be included with this request.**

Employee Name (print clearly): \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

I am requesting this emergency paid sick leave due to my inability to work either on campus or remotely because (check the appropriate reason below):

- 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 4) I am caring for an individual who is subject to either number 1 or 2 above.

I certify this information is correct and that I **have attached appropriate documentation supporting my need for leave.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Human Resources Use Only:

Leave Request: approved denied on \_\_\_\_\_ (date) by \_\_\_\_\_ (name)

Additional Leave Hours Entered into Banner: \_\_\_\_\_ (date) by \_\_\_\_\_ (name)