

Request for Emergency Paid Sick Leave

To request emergency paid sick leave as provided under the Families First Coronavirus Response Act and the diocese's Emergency Paid Sick Leave Policy, please complete the following request form and submit to your manager or Human Resources as soon as possible before leave commences. Verbal notice will be accepted until a form can be provided.

Employee Name (print clearly): _____

Department: _____

Manager: _____

Requested Leave Start Date: _____ **Estimated End Date:** _____

The amount of emergency paid sick leave being requested is _____ **hours.**

The reason for this emergency paid sick leave request is (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.
- 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions.
- 6) I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services.

Note: If you use your total Emergency Paid Sick Leave benefit for reasons 4-6 above, you will need to use your accrued time off for occurrences associated with reasons 1-3

Employee Signature _____ Date _____

Manager Signature _____ Date _____