|  |  |
| --- | --- |
| **Employee Name (Last, First, MI)** | **Primary Phone Number** |
|  |  |
|  |  |  |  |  |
| **Current Job Title** | **Date of Hire** | **Current Supervisor** | **Avg Hours / Week** | **Work Location** |
|  |  |  |  |  |
|  |  |  |  |  |
| **I request leave beginning on (date):** | **My expected return date is:** |
|  |  |

## Emergency Paid Sick Leave

### [ ]  Check here if you want to submit a request for *Emergency Paid Sick Leave.*

|  |
| --- |
| **Select one or more of the following reasons for why you are unable to work, including telework:** |
| [ ]  | 1. | I am subject to federal, state, or local quarantine or isolation order related to COVID–19. |
|  |  | Name of governmental entity ordering quarantine:  |
| [ ]  | 2. | I have been advised by a health care provider to self-quarantine due to concerns related to COVID–19. |
|  |  | Name of the health care professional advising self-quarantine:  |
| [ ]  | 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\*. |
|  |  | Name and relationship to employee:  |
|  |  | Name of governmental entity ordering quarantine or health care professional advising self-quarantine:  |
| [ ]  | 5. | I am caring for a child due to a school or place of closure, or the childcare provider of the child is unavailable, due to COVID–19. I certify that no other person will be providing care for the child during the period for which I am receiving paid leave.[ ]  ***Select if applicable***: Special circumstances exist that require that I provide care for a child older than fourteen during daylight hours. |
|  |  | Name and Age of Child: | Name of School / Place of Care that is Closed: |
|  |  | Name and Age of Child: | Name of School / Place of Care that is Closed: |
|  |  | Name and Age of Child: | Name of School / Place of Care that is Closed: |
| [ ]  | 6. | I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. |

## Paid Family and Medical Leave

### [ ]  Check here if you want to submit a request for *Paid Family and Medical Leave.*

|  |
| --- |
| **An employee may be eligible to receive both Emergency Paid Sick Leave and Paid Family and Medical Leave.** |
| I am unable to work, or telework, in order to care for a child because their school or place of care has been closed or their childcare provider is otherwise unavailable to provide care due to COVID-19. I certify that no other person will be providing care for the child during the period for which I am receiving paid leave.[ ]  ***Select if applicable***: Special circumstances exist that require that I provide care for a child older than fourteen during daylight hours. |
| Name and Age of Child: | Name of School / Place of Care that is Closed: |
| Name and Age of Child: | Name of School / Place of Care that is Closed: |
| Name and Age of Child: | Name of School / Place of Care that is Closed: |

## Use of Other Paid Time Off

Please select available paid leave to use during the first 10 days of leave:

|  |  |
| --- | --- |
| [ ]  | Practice-provided PTO (PTO): |
| [ ]  | Company-provided Sick Time*:* |
| [ ]  | Emergency Paid Sick Leave (see above): |

|  |  |
| --- | --- |
| **Employee Signature** | **Date** |
|  |  |

I certify that I am requesting leave for a covered reason under the Families First Coronavirus Response Act (FFCRA) and will provide additional documentation to support this leave, if requested by my employer. I acknowledge that I am subject to discipline, up to and including termination of employment, for falsifying my need for paid leave under the FFCRA.