###  Leave Request Form

**COVID-19 Public Health Emergency**

*To request leave as related to COVID-19, please complete this form and return it to* *sarah.henderson@oit.edu*

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| --- |
| **EMPLOYEE INFORMATION** |
| **Name:** |  | **ID#:** |  |
| **Department:** |  | **Job Title:** |  |
| **Employee Type:** | * Classified
 | * Faculty
 | * Unclassified Admin
 | * Student Employee
 |
| **Supervisor Name:** |  |
| **Contact information while on leave** |
| **Personal Email:** |  |
| **Mailing Address:** |  |
| **Phone:** |  |
| **LEAVE INFORMATION** |
| **I am requesting a leave of absence for the following reason:** |
| * 1) Due to a local, federal, quarantine or isolation order
 |
| * 2) To self-quarantine as advised by a medical provider due to COVID-19 concerns
 |
| * 3) Is experiencing symptoms of & seeking medical care for symptoms of COVID-19
 |
| * 4) Is caring for an individual subject to 1) or 2) above
 |
| * 5) Is caring for a child(ren) whose school(s) or place(s) of care has/have been closed in for a public health emergency related to COVID-19
 |
| * 6) Other: (specify)
 |
| **Please specify the individual(s) the leave is for and the relationship:** |
| Name(s): |  |
| Relationship: |  |
| Age(s):  |  |
| School(s)/Care Center(s): |  |
| **Are you able to work an alternate schedule?**  |
| * Yes
 | * No
 | * Have not explored
 |
| **Are you able to telework?**  |
| * Yes
 | * No
 | * Have not explored
 |
| **I am requesting a leave of absence with the following schedule:** |
| * Full-time leave from
 |  | to |  |
| * Intermittent leave from
 |  | to |  |
| * Reduced-schedule leave from
 |  | to |  |
| Describe proposed intermittent or reduced schedule: |
|  |
| **Specify the sequence in which you wish to use leave, after Emergency Sick Leave *(i.e. 1st, 2nd, etc.)*:** |
| * Sick Leave
 | * Vacation
 | * Personal Days
 | * Comp. Time
 | * Leave without Pay
 |
|  |  |  |  |  |
| Do you wish to supplement any leave paid by the university with your accrued leave?  |
| * Yes
 | * No
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**Employee Signature Date**