

Emergency Paid Sick Leave Act – Leave Request Form

Employee Name

Today's Date

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Employee Street Address

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City

State

Zip Code

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Does your spouse work for this company?

Yes No

Reason for taking leave (check one):

- I'm currently subject to a federal, state or local quarantine or isolation order related to COVID-19.
- I've been advised by a health care provider to self-quarantine related to COVID-19.
- I'm caring for an individual subject to a quarantine or isolation order.
- I'm experiencing COVID-19 symptoms and seeking a medical diagnosis.
- I'm caring for a child whose school or place of care is closed due to COVID-19.
- I'm experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Please complete the following section if leave will be taken continually or for the entire period.

Date leave will begin:

Date of return to work:

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Please complete the following section if leave will be taken intermittently.

Schedule of needed time off:

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Employee Signature

Date

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Supervisor Signature

Date

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