

Employee Name:		Employee ID:	
Job Title:	Division/Department:		
Classification:	Full-Time	Part-Time	Exempt: Non-Exempt:
Supervisor Name:	Supervisor email/Ext.		
Date Requested:	Date of Requested Extension (if applicable):		

In accordance with HR Letter 2020-01, most employees (exempt and non-exempt) including student employees are eligible to receive a one-time allotment of up to 32 days (256 hours) of paid administrative leave from March 23, 2020, through December 31, 2020, that can only be used due to COVID-19 related absences, subject to the following conditions:

- x All hours must be used by close of business on December 31, 2020 at which time any remaining allotted hours will expire.
- x The hours may be used at any time during this designated period including intermittent consultation with the appropriate administrator, provided that such use shall not adversely affect the delivery of essential university services.
- x The number of hours of paid administrative leave for employees who work less than full time shall be prorated according to the employee's percent time base of their appointment.

**PERMISSIBLE USE DATE**

Select at least One (1)	Qualifying Reasons to Use Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave
	I am unable to work due to my own COVID-19 related illness.
	I am unable to work or work remotely due to my family member's COVID-19 related illness. (For purposes of this paid leave family member includes those who would normally be able to use sick leave.)
	I am unable to work

Request for Days of Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave  
Detail by Month

Month: _____				Pay Period < H D U _____		
1	2	3	4	5	6	7
8	9	10	11	12		