



COVID ADMINISTRATIVE LEAVE REQUEST

Leon County Schools is providing COVID Administrative leave to employees beginning July 1, 2021 and ending June 30, 2022.

Employees may only request administrative leave if he/she is quarantined due to COVID-19 related issues. All current leave-eligible employees who fit into the categories below may be eligible for up to 10 days (80 hours) of paid administrative leave. Employees must use their own personal leave and request COVID leave within 30 calendar days of the return to work date. Once COVID leave is approved, the employee's personal leave will be removed from Skyward and COVID leave will be awarded.

PLEASE PRINT

Name (do not use nicknames):	
Last 4 of SS#:	
Position Title:	Pay Type:
Cost Center Name and Code:	
Supervisor's Name and Phone Number:	

I am requesting leave for the following reason:

- I have been directed by the COVID Czar to be tested and waiting for test results (note from COVID Czar must be attached)
- I am experiencing COVID-19 symptoms (note from COVID Czar or physician must be attached)
- I have tested positive for COVID-19 (note from COVID Czar or physician with the date of the positive result must be attached)

Dates I am requesting leave for: _____

**FOR LEAVE ACCOUNTING USE ONLY
DO NOT WRITE BELOW THIS LINE**

Leave approved/denied	Dates of approved leave	Dates of denied leave	Recipient's hourly/daily rate of pay

Benefits Director: _____ **Date:** _____