

Request for Emergency Paid Sick Leave

To request emergency paid sick leave as provided under the Families First Coronavirus Response Act and Town of Christiansburg's Emergency Paid Sick Leave and FMLA Leave Expansion Policy due to COVID-19, please complete the following request form and submit to your supervisor as soon as possible before leave commences.

Employee Name (print clearly): _____

Department: _____

Supervisor: _____

Requested Leave Start Date: _____ Estimated End Date: _____

The amount of emergency paid sick leave being requested is _____ hours (maximum of 80 hours).

The reason for this emergency paid sick leave request is (check the appropriate reason below):

- 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 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.
- 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions.
- 6) I am experiencing another substantially similar condition specified by the secretary of health and human services.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Human Resources Signature _____ Date _____