



# Houston ISD Absence Management

## Leave of Absence Application – COVID-19 PAID SICK LEAVE

### COVID-19 Paid Sick Leave Application Details

Employees are eligible for up to two weeks or 80 hours of paid sick leave for COVID-19 related reasons (see below).

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including virtually, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

### Supporting Documentation

To be approved you will need to provide and attach the following:

1. A signed medical form or,
2. A quarantine order unless the reason for your request is a result of the CheckIn2Work (Axiom) notice

### TO BE COMPLETED BY EMPLOYEE

Employee Name: \_\_\_\_\_

Employee ID:

Contact Number:

Email Address:

### COVID-19 Paid Sick Leave Request Details

#### Dates Requested

Please enter the dates you will be absent or were absent below:

Leave Request: (e.g. 01/31/2020)

Last Day Worked:

FROM:

TO:

Employee's Signature:

Date: