



COVID-19 Related Leave of Absence Request (April 1, 2020 – December 31, 2020)

Mail completed form to: EGUSD, Attn: HR/Leaves, 9510 Elk Grove Florin Road, EG, CA 95624
 Fax to: 916-686-7575 Email: leaves@egusd.net Human Resources: 916-686-7775

Employee Name: _____ **EIN #:** _____ **Hours per Day:** _____

Work Location/Dept.: _____ **Position:** _____

Home/Cell Phone: _____ **Preferred Email:** _____

Leave Dates **Start:** _____ **End:** _____ **Employee Signature:** _____

- Check "Select Leave" box below, next to leave category being requested
- Attach required documentation – Write EIN # on documentation
- Yes – Use my accrued personal leave bank to supplement 2/3 pay (EPSL Reasons 4-6 and/or Expanded FMLA)

Select Leave	Leave Category	Qualification/Reason	Paid Days	Unpaid Days	District Pay	Required Documentation	Processing
<input type="checkbox"/>	#1 Government Order (EPSL)	Employee is subject to a Federal, State or local government quarantine or isolation order related to COVID-19	Up to (10) paid days. (80) hours or part-time equivalent	After the (10) COVID paid leave days, leave for this reason is unpaid, or employees may use their own accrued personal leave	Full Pay up to \$511 per day, \$5,110 total	1) Covid-19 Leave Request form and 2) Letter from Federal, State, or local government	If you need additional time off after the 10 days, email: leaves@egusd.net
<input type="checkbox"/>	#2 Self Quarantine by order of physician (EPSL)	Employee has been advised by a health care provider to self-quarantine related to COVID-19				1) Covid-19 Leave Request form and 2) Letter from healthcare provider	
<input type="checkbox"/>	#3 COVID-19 symptoms - Seeking or have a diagnosis (EPSL)	Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis				1) Covid-19 Leave Request form and 2) Letter from healthcare provider	
<input type="checkbox"/>	#4 Caregiver - Providing care for another person (EPSL)	Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)	Up to (10) 2/3 partial paid days. (80) hours or part-time equivalent	After the (10) COVID 2/3 partial paid days, leave for this reason is unpaid, or employees may use their own accrued personal leave. Accrued personal leave can be used to supplement the 2/3 partial paid days as well, pursuant to a collectively bargaining agreement.	The District will pay 2/3 salary up to \$200 per day, a maximum of \$2000 gross over the 10 days. Employees may supplement the 2/3 pay with any of their accrued personal leave to receive 100% pay	1) Covid-19 Leave Request form and 2) Letter from healthcare provider	
<input type="checkbox"/>	#5 Child Care (EPSL)	Employee is caring for their child whose school, place of care, or provider is closed/unavailable due to Covid-19 reasons				1) Covid-19 Leave Request form	
<input type="checkbox"/>	Expanded FMLA (EFMLA)	Employee is caring for their child whose school, place of care, or provider is closed/unavailable due to Covid-19 reasons	If you've been employed by EGUSD for 30 or more days, you qualify for a total of 12 weeks & 2/3 partial pay	First 2 weeks is unpaid. 12 weeks, 1/3 unpaid. For supplementing during the first 2 weeks, see #5 (Child Care) of Emergency Paid Sick Leave, or employees may use their accrued personal leave. While supplementing 2/3 pay, employee may supplement with their accrued personal leave, pursuant to a collectively bargained agreement.	Beginning the eleventh day off work, the District will pay 2/3 of the regular rate of pay. For supplementing during the first 2 weeks, see #5 of the COVID-19 Leave Request form or employees can use any of their accrued personal leave. If you supplement with sick during the first 2 weeks, your pay for the entire 12 week period cannot exceed \$200 per day or \$12,000 for the 12 week period, pursuant to a collectively bargained agreement.	1) COVID-19 Leave Request form	To supplement pay, you must submit the COVID-19 Related Leave of Absence form and indicate how many hours per day, and what type of leave you want to use. Instead of receiving 2/3 pay, you may choose to use your accrued personal leave to be paid at 100% of your normal wage while taking EFMLA. If you exhaust your personal leave time before your EFMLA is up, you will be paid 2/3 of your normal pay (subject to the caps) for the remainder of the EFMLA period.
<input type="checkbox"/>	#6 Similar Condition (EPSL)	Employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services	Up to (10) partial paid days. (80) hours or part-time equivalent	After the (10) COVID 2/3 partial paid leave days, leave for this reason is unpaid, or employees may use their own accrued personal leave	The District will pay 2/3 salary up to \$200 per day, a maximum of \$2000 gross over the 10 days. Employees may supplement the 2/3 pay with any of their accrued personal leave to receive 100% pay	1) Covid-19 Leave Request form and 2) Notice from the U.S. Department of Health & Human Services	If you need additional time off after the 10 days, email: leaves@egusd.net