

COVID-19 Paid Time Off Request

This form must be completed and approved by your supervisor.

_____ Employee Name	_____ UMID/UNIQNAME	_____ Department Name	_____ 1st date NOT able to work
_____ Supervisor Name	_____ Supervisor Email	_____ Supervisor Signature	

*****Beginning April 1, 2020 the following options are available*****

Emergency Paid Sick Leave Act (EPSLA)*This bank must be exhausted 1st

- Childcare due to school/childcare closure, lack of work due to COVID-19 isolation, personal illness, quarantine or care of an ill or quarantined family member.
 - Part-time & temporary staff eligible @proportional amount of the 80 hours

COVID-19 one-time bank (up to 80 hours)

- for self-quarantine, illness, or isolation (lack of work).

COVID-19 one-time bank (up to 80 hours)

- for quarantine or care of an ill family member.

COVID-19 one-time bank (up to 80 hours)

- Due to child care (must be for your own dependent child/ren) with the schools closed (K-12) or child care center).

Expanded FMLA (E-FMLA) *Beyond the COVID-19 one-time PTO bank & EPSLA*

- expansion addresses extended absences associated with child care due to school and daycare closures

Employee Signature**

Email

Date

*****After April 30th, if you have exhausted the EPSLA and COVID-19 PTO, you may return to use of approved vacation, sick and PTO according to regular guidelines.**

** By signing this form, you are attesting that all this information is truthful and accurate. Falsification will result in termination of the paid time off available to you and may include discipline up to and including termination. (may sign electronically by typing name)

*All paid time off options will be pro-rated based on your FTE/average hours worked in the last 8 weeks, not to exceed 80 hours.

Send completed form to cop.humanresources@umich.edu

Note:

**Isolation*: separates sick people with a contagious disease from people who are not sick (includes lack of work)

**Quarantine*: separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.