



HUMAN RESOURCES DEPARTMENT

REQUEST FOR COVID-19 Public Health Safety Paid Administrative Leave

Employee Name: _____ Date: _____

Department: _____

Employees whose work is identified as Essential or Non-essential may be placed on Public Health Safety Paid Administrative Leave by their department head; if the employee is unable to perform their regular duties for one of the following reasons:

Job duties cannot be performed remotely (e.g., equipment operator, maintenance worker, etc.) and employee is unable to perform normal job duties because the department head has determined that those duties cannot be performed in a safe manner. This includes, but is not limited to, employees who have self-identified as high risk, per CDC guidelines.

Employee is unable to perform work remotely for reasons such as: unavailable work assignments, lack of necessary equipment, or other relevant limitations.

Start Date: _____ End Date: _____ Hours per Week: _____

Signature: _____ Date: _____

Please submit to your Supervisor and Dept Head. Upon approval a copy will be forwarded to HR.

I have reviewed the employee's request for leave and verify that the employee is unable to perform work remotely.

Supervisor: _____ Date: _____