



## South Kitsap School District

### Human Resources

2689 Hoover Ave SE  
Port Orchard, WA 98366

(360) 874-7074 / (360) 874-7076 FAX

CERTIFICATED

CLASSIFIED

ADMIN (CERT/CLASS)

## DISTRICT PROVIDED COVID-19 LEAVE REQUEST FORM

The District strongly believes in supporting our employees as we continue to navigate the current environment and ever-changing conditions during the current COVID-19 pandemic. In response to the Families First Coronavirus Response Act (FFCRA) expiring on December 31, 2020, the District made the determination to implement a voluntary District Provided COVID-19 Leave for staff that are currently working or will be returning to work in an on-site capacity. This voluntary leave benefit took effect on January 1, 2021 and will expire on August 31, 2021.

### Directions:

Please complete this form and submit it to **Human Resources (HR)**. **District Provided COVID-19 Leave is only available through August 31, 2021.**

Employee's Name:

Location:

Requested Day(s) off:

Position:

### District COVID-19 Leave Qualifying Reasons:

Under the District Provided COVID-19 Leave, staff are eligible for up to 80 hours (or a part-time employee's 10-day equivalent) of paid leave for the following reasons:

1. The staff member was subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

***Name of agency issuing order:***

2. The staff member was advised by a health care provider to self-quarantine due to concerns related to COVID-19.

***Name of health care provider:***

3. The staff member was experiencing COVID-19 symptoms and was seeking a medical diagnosis.

4. The staff member was caring for an individual who was subject to a quarantine or isolation order, as described in (1), or was advised by a health care provider to self-quarantine as described in (2).

***Name of agency/health care provider:***

5. The staff member was caring for a child whose school or place of care was closed due to COVID-19 related reasons:

***Childcare provider:***

***Child(rens) Name(s):***

6. The staff member was experiencing other substantially similar conditions specified by the US Department of Health and Human Resources.

All District Provided COVID-19 Leave taken will be paid at 100% of the staff member's rate of pay. To utilize the District COVID-19 Leave, staff will work with the Human Resources Department to complete all necessary requirements.

If you have any questions regarding this type of provided leave, please feel free to contact your Human Resources Specialist.

**Employee Signature**

**Date**

REQUEST GRANTED

*Reason for Denial:*

REQUEST DENIED

**HR Authorization:**

**3/10/2021**

**Date:**