

CITY OF SPOKANE

EMERGENCY PAID SICK LEAVE

REQUEST FORM

Employee: route signed Request Form to erahrclerks@spokanecity.org for HR review/processing.

EMPLOYEE NAME _____ EMPLOYEE ID# _____

DEPT _____ SUPERVISOR _____

DO YOU WORK FT (80-hr pay period) PT If PT, average hours weekly?

of hours (up to 80) requested:

DATE(S) OF REQUESTED LEAVE _____

I attest that I am eligible for emergency paid sick leave, I am unable to work or telework for the following reason, and I have attached documentation where required:

1. I am subject to a federal, state, or local quarantine or isolation order related to COVID-19
(A shelter in place order may qualify if the order itself causes an employee to be unable to work)
2. I have been advised by a healthcare provider to self-quarantine due to COVID-19 concerns.
3. I am experiencing COVID-19 symptoms and am seeking medical diagnosis
4. I am caring for an individual subject to federal, state, or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns.
5. I must care for my child because my child's school or place of care is closed/unavailable due to a public health emergency and there is no other suitable person available due to COVID-19 reasons.
Name of child(ren): _____
Name of school or care provider that is closed/unavailable: _____
6. I am experiencing a substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

*Reasons 1 or 4, list government or entity that issued quarantine or isolation order:

*Reasons 2 or 4, list name of healthcare provider who has advised self-quarantine:

Employee Signature (or Employee Designee)

Route to erahrclerks@spokanecity.org

Date

This section completed by Human Resources

Amount of Emergency Paid Sick Leave hours approved (up to 80):

Human Resources Representative Signature

Review and Route to Payroll for Processing

CC: PAYROLL, SUPERVISOR, EMPLOYEE

Approved **Emergency Paid Sick Leave** hours are to be coded in the time sheet as "Emergency Sick" in PeopleSoft