**Advanced Sick Leave Request**

*A maximum of 80 hours of advanced sick leave not yet earned can be requested. Please refer to the Workforce, Leave, Travel Guidance Regarding 2019 Novel Coronavirus memo for employee eligibility.*

I, Click or tap here to enter text. (name), request advanced sick leave for my use as of Click or tap here to enter text. (date). I understand that this is a loan, and that this time must be earned and paid back using future accrued sick leave.

Click or tap here to enter text. Click or tap here to enter text.

Date Employee’s Signature

Click or tap here to enter text. Click or tap here to enter text.

Date Supervisor’s Signature

Click or tap here to enter text. Click or tap here to enter text.

Date Director/Administrator’s Signature

Original to Personnel File

Copy to: Employee and DHR