

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

Date

Employee's Signature

Date

Supervisor's Signature

Date

Director/Administrator's Signature

Original to Personnel File
Copy to: Employee and
DHR