













**SECTION TWO: REQUEST FOR PAID SICK LEAVE**

I am requesting paid sick leave to begin on \_\_\_\_\_, 2020  
month day

I expect to use paid sick leave until \_\_\_\_\_, 2020  
month day

I am requesting paid sick leave because I am unable to work or telework because of the following reason:

I am subject to the California Stay-at-Home Order due to being age 65 or older.

I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

The name of the health care provider who has advised me to self-quarantine due to concerns related to COVID-19 is

\_\_\_\_\_ (print full name)

I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

District-paid compensation for the three leave reasons above is limited to a cap of \$511 per day and \$5,110 in the aggregate.

My daily full regular rate of pay exceeds \$511 and I elect to use my own illness days and/or vacation days (if applicable) to increase my compensation up to my full regular rate of pay if my quota balance is sufficient.

Indicate the type of quota you elect to use on the line below. If a combination of quota is to be used, indicate the order in which you choose for the quota to be deducted.

\_\_\_\_\_



In making this request for paid sick leave and affixing my signature to this form, I am certifying that the above information is true and correct.

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Employee Signature

**Form Submittal Process:**

1. The completed FFCRA request form (pages 9-14) is to be submitted to the location Personnel Office contact(s) listed on page 18 of this packet. Forms can be submitted via email, U.S. mail, or district courier. Pictures of the forms are acceptable if the text in the picture is clear.
2. No documentation is required to be submitted with the form.
3. The location Personnel Office will forward the forms to the District Payroll Division for processing. The location Personnel Office will provide a copy of the request form to the direct supervisor.

**Incomplete forms will be returned to the employee so please ensure completeness of the forms prior to submittal to prevent delays in processing.**







