



Human Resources

REQUEST FOR USE OF PUBLIC HEALTH EMERGENCY LEAVE

DHRM Policy 4.52-Public Health Emergency Leave has been enacted due to the coronavirus pandemic. This policy permits eligible employees to attend to their own medical needs and those of their immediate family members by providing up to 80 hours of paid leave per year in addition to any other available leave balances. Use of this policy is intended for illness or absence directly related to the declared COVID-19 disease threat.

Employee Name:

JMU eID Number:

Using the Table below, enter the corresponding date and hours requested. For wage employees, please indicate hours as you would have regularly worked for that day. Maximum total hours cannot exceed 80.00.

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|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| <u>Day 1</u> | <u>Day 2</u> | <u>Day 3</u> | <u>Day 4</u> | <u>Day 5</u> | <u>Day 6</u> | <u>Day 7</u> | <u>Day 8</u> | <u>Day 9</u> | <u>Day 10</u> |
| <u>Hours</u> | <u>Hours</u> | <u>Hours</u> | <u>Hours</u> | <u>Hours</u> | <u>Hours</u> | <u>Hours</u> | <u>Hours</u> | <u>Hours</u> | <u>Hours</u> |

I certify that the above information is correct and this employee is eligible for Public Health Emergency Leave per the guidelines outlined in the above policy .

Signature of Authorizing Supervisor

Date

Send form by email to benefits@jmu.edu or fax to Human Resources at (540) 568-7916