

Requesting COVID Sick Leave in PeopleSoft

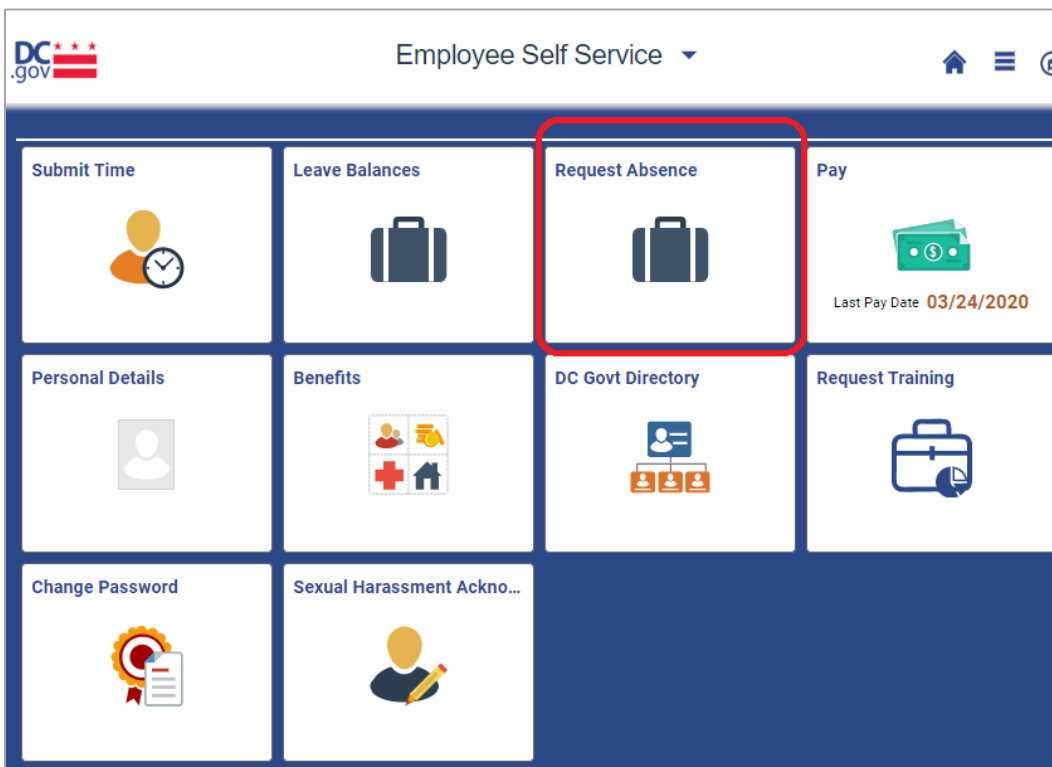
The purpose of COVID Sick Leave is to provide relief for employees who are adversely affected by the COVID-19 emergency. To be eligible to use COVID Sick Leave, an employee must:

1. Be an employee of the District of Columbia government;
2. Be unable to work or telework due to COVID-19; and
3. Be in need of leave because they:
 - a. Quarantine or isolate pursuant to a District, federal, or state order relating to COVID-19;
 - b. Quarantine pursuant to advisement from a health care provider relating to COVID-19;
 - c. Is seeking a medical diagnosis relating to symptoms consistent with COVID-19;
 - d. Is caring for an individual who is subject to a District, federal, or state quarantine or isolation order or advised to self-quarantine by a health care provider, relating to COVID-19;
 - e. Is caring for a child under the age of 18 years (or an adult child who is 18 years of age or older and who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability) because his or her child's school or childcare provider is unavailable due to the COVID-19 emergency; or
 - f. Is experiencing substantially similar circumstances as established by the Secretary of the United States Department of Health and Human Services.

If you have been approved to use COVID Sick Leave by your FMLA Coordinator, follow the steps below to request COVID Sick Leave in PeopleSoft.

Step 1

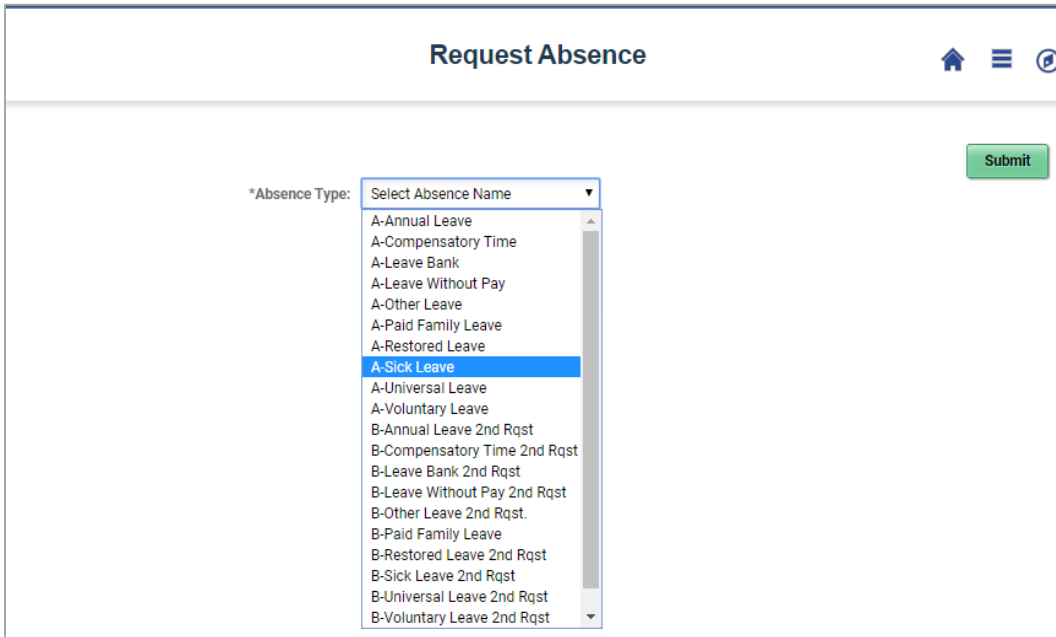
Login to your PeopleSoft account and click **Request Absence**.



Attachment

Step 2

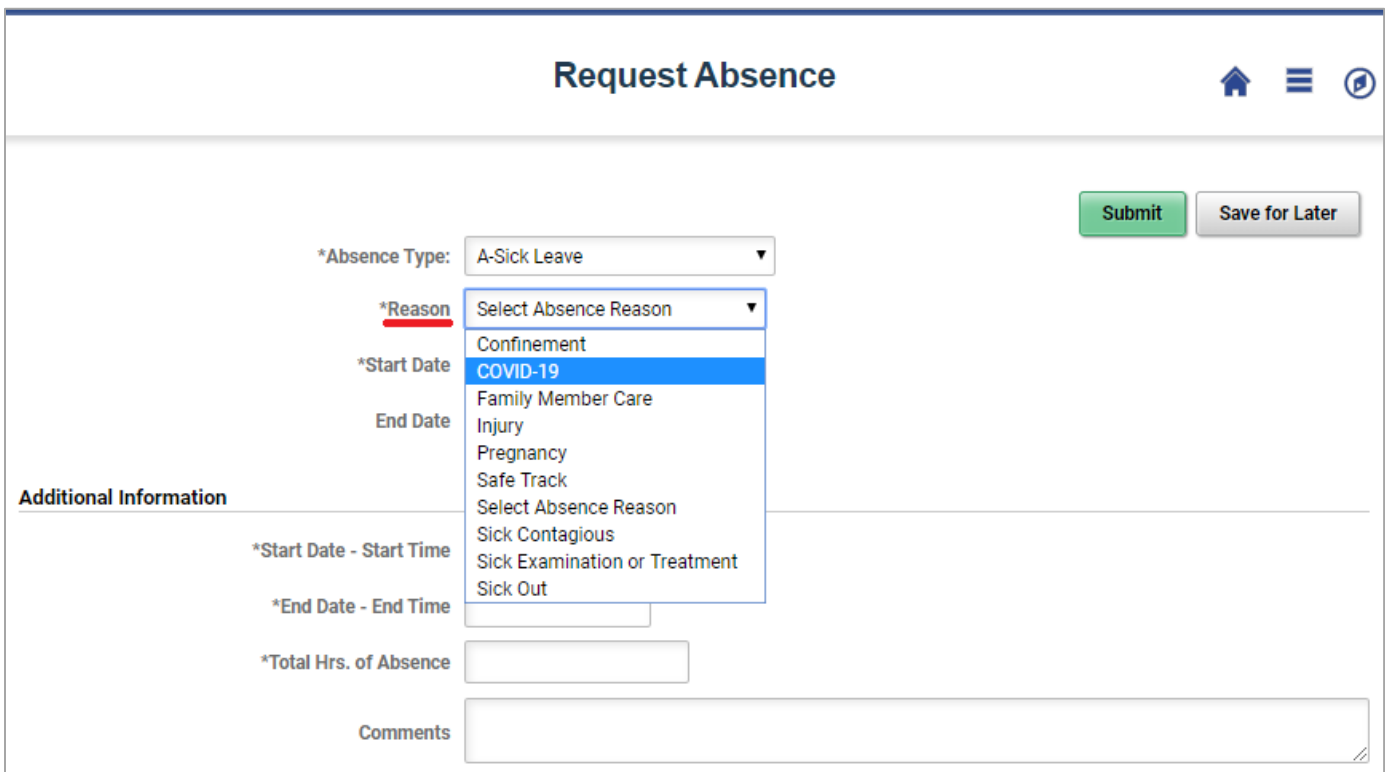
In the **Absence Type** drop down menu, select **A-Sick Leave**.



The screenshot shows the 'Request Absence' form. At the top, there is a title 'Request Absence' and navigation icons (home, menu, help). A green 'Submit' button is located in the top right. The main form area contains a label '*Absence Type:' followed by a dropdown menu. The dropdown menu is open, displaying a list of absence types. 'A-Sick Leave' is highlighted in blue. Other options include A-Annual Leave, A-Compensatory Time, A-Leave Bank, A-Leave Without Pay, A-Other Leave, A-Paid Family Leave, A-Restored Leave, A-Universal Leave, A-Voluntary Leave, B-Annual Leave 2nd Rqst, B-Compensatory Time 2nd Rqst, B-Leave Bank 2nd Rqst, B-Leave Without Pay 2nd Rqst, B-Other Leave 2nd Rqst, B-Paid Family Leave, B-Restored Leave 2nd Rqst, B-Sick Leave 2nd Rqst, B-Universal Leave 2nd Rqst, and B-Voluntary Leave 2nd Rqst.

Step 3

Additional options will appear when you select **A-Sick Leave**. In the **Reason** dropdown menu, select **COVID-19**.





The screenshot shows the 'Request Absence' form with the 'Absence Type' dropdown set to 'A-Sick Leave'. The 'Reason' dropdown menu is open, showing a list of reasons. 'COVID-19' is highlighted in blue. Other reasons include Confinement, Family Member Care, Injury, Pregnancy, Safe Track, Select Absence Reason, Sick Contagious, Sick Examination or Treatment, and Sick Out. Below the dropdowns, there are input fields for '*Start Date', 'End Date', '*Start Date - Start Time', '*End Date - End Time', and '*Total Hrs. of Absence'. A 'Comments' text area is at the bottom. In the top right, there are 'Submit' and 'Save for Later' buttons. The title 'Request Absence' and navigation icons are also visible at the top.

Attachment

Step 4

Enter the anticipated **Start Date** and **End Date** of your leave request. In this example, an employee is using two weeks of leave because their doctor recommended that they self-quarantine.

*Start Date	<input type="text" value="03/31/2020"/>	
End Date	<input type="text" value="04/14/2020"/>	

Step 5

Enter the time your leave period will start and end in military time. Your **Start Date – Start Time** will be the time your tour of duty would begin on the first day you take leave. Your **End Date – End Time** will be the time your tour of duty would end on the last day you take leave.

In our example, the employee works a regular tour of duty of M-F 8:30am to 5:00pm. Her **Start Date – Start Time** would be 0830, and her **End Date – End Time** would be 1700. She is requesting 2 weeks of absence, which will equal 80 working hours.

*Start Date - Start Time	<input type="text" value="0830"/>
*End Date - End Time	<input type="text" value="1700"/>
*Total Hrs. of Absence	<input type="text" value="80"/>

Step 6

In the **Comments** box, enter additional information about the circumstances of your leave request. In our example, the employee is disclosing that she is displaying possible symptoms of COVID-19 and her doctor recommended that she self-quarantine for 14 days.




Comments	<input type="text" value="Experienced a mild cough and low grade fever. Went to doctor and received note and recommendation to self-quarantine for 14 days."/>
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Attachment #

Step 7

Review your leave request and doublecheck to make sure the information you provided is accurate. When you are ready to submit your application, click the **Submit** button.


Request Absence


  

Submit Save for Later

*Absence Type:

*Reason:

*Start Date: 

End Date: 

Additional Information

*Start Date - Start Time:

*End Date - End Time:

*Total Hrs. of Absence:

Comments: