

**COVID-19 SUPPLEMENTAL PAID SICK LEAVE**  
**(Effective January 1, 2022)**

<b>Employee Name:</b>	
<b>Job Title:</b>	<b>Site:</b>
<b>Dates of Leave:</b>	<b>Total Days Absent:</b>

**Please Select the Type of Request:**

*(A covered employee may take leave if the employee is unable to work or telework for ANY of the reasons below.)*

*Eligibility: 80 hours for those considered full-time employees. For part-time employees, with a regular weekly schedule, the number of hours the employee is normally scheduled to work over two weeks.*

**CARING FOR YOURSELF:**

The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the CDPH, the federal Centers for Disease Control & Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.

**CARING FOR A FAMILY MEMBER:**

The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

**VACCINE-RELATED:**

The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms

I hereby attest that I meet the criteria listed above and qualify for the COVID-19 Supplemental Paid Sick Leave as I am unable to work, either at an assigned work site or in a remote assignment offered by the Cardiff School District. I understand that misuse of this leave is grounds for disciplinary action and the Cardiff School District may require repayment of leave benefits extended to me in good faith.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**Employee: Complete and submit form to your supervisor.**  
**Supervisor: Email completed form to [jennifer.hatter@cardiffschools.com](mailto:jennifer.hatter@cardiffschools.com)**