

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

**I am requesting emergency paid leave (up to 10 work days) at full pay due to:**

- a government issued quarantine or isolation order for myself (i.e. governor issued stay-at-home order)
- advised to self-quarantine by a healthcare provider for myself
- to obtain a medical diagnosis after experiencing symptoms of COVID-19 for myself

**I am requesting emergency paid leave (up to 10 work days) at 2/3 pay to:**

- care for an individual that is subject to a government quarantine or isolation order or has been advised by a health care provider to self-quarantine

**I choose to supplement my 2/3 pay for the above care for other reason with the following leave (not required):**

- vacation
- sick
- personal
- If more than one, please list your preferred order

**EMPLOYEE AUTHORIZATION**

I understand that I must provide medical documentation from a healthcare provider, if it is due to a medically ordered quarantine, isolation or medical directive to obtain a medical diagnosis for myself or to care for an individual that is subject to a quarantine or isolation order. Government issued quarantine or isolation orders (i.e. Governor stay-at-home mandate) do not require medical documentation. I understand that all information obtained during this process will be maintained and used in accordance with confidentiality requirements and all medical documentation will be destroyed after review.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISOR ACKNOWLEDGEMENT**

I acknowledge that this employee has notified me that they are seeking approval of Emergency Paid Sick Leave Act. I have reviewed any required medical documentation and approve the request. I will subsequently destroy any medical documentation provided to me.

Supervisor Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Employees: forward completed form to your supervisor***  
***Supervisors: review, approve and forward to Human Resources at [hr@nku.edu](mailto:hr@nku.edu).***