ADM COVID-19 SICK & VACATION REPORTING INSTRUCTIONS

< Employee Self Service Administrative Sick/Vacation

Enter Hours Taken for the Month of January 2020
Non-COVID-19 Related Sick Hours [   ] ○ No Sick Time Taken
COVID-19 Related Sick Hours [13]
Total Sick Hours 13 Sick Balance YTD 99 hours (12.3 days)
Non-COVID-19 Related Vacation Hours [   ] ○ No Vacation Time Taken
COVID-19 Related Vacation Hours [16]
Total Vacation Hours 16 Vacation Balance YTD 71.33 hours (8.9 days)
Last date submitted 04/01/2020
Sick hours balance must be below 480 hours to accrue additional sick hours.
Vacation hours balance must be below 200% of yearly accrual rate to accrue additional vacation hours.

Submit

Please report any **COVID-19** related sick or vacation leave hours used in these fields. Examples of use of this leave would be time off because of self-quarantine, COVID-19 illness, caring for a family member with COVID-19 or caring for children who are doing school at home due to COVID-19. If you did **NOT** use any **NON** COVID-19 related sick & vacation, please leave those fields blank. Check your **TOTALS** for accuracy and submit.

< Employee Self Service Administrative Sick/Vacation

Enter Hours Taken for the Month of January 2020
Non-COVID-19 Related Sick Hours [13] ○ No Sick Time Taken
COVID-19 Related Sick Hours [   ]
Total Sick Hours 13 Sick Balance YTD 99 hours (12.3 days)
Non-COVID-19 Related Vacation Hours [16] ○ No Vacation Time Taken
COVID-19 Related Vacation Hours [   ]
Total Vacation Hours 16 Vacation Balance YTD 71.33 hours (8.9 days)
Last date submitted 04/01/2020
Sick hours balance must be below 480 hours to accrue additional sick hours.
Vacation hours balance must be below 200% of yearly accrual rate to accrue additional vacation hours.

Submit

Please report **NON** COVID-19 related sick or vacation leave hours used in these fields. If you did **NOT** use any **COVID-19** related sick & vacation, please leave those fields blank. Check your **TOTALS** for accuracy then submit.

< Employee Self Service Administrative Sick/Vacation

Enter Hours Taken for the Month of January 2020
Non-COVID-19 Related Sick Hours [13] ○ No Sick Time Taken
COVID-19 Related Sick Hours [8]
Total Sick Hours 21 Sick Balance YTD 99 hours (12.3 days)
Non-COVID-19 Related Vacation Hours [16] ○ No Vacation Time Taken
COVID-19 Related Vacation Hours [24]
Total Vacation Hours 40 Vacation Balance YTD 71.33 hours (8.9 days)
Last date submitted 04/01/2020
Sick hours balance must be below 480 hours to accrue additional sick hours.
Vacation hours balance must be below 200% of yearly accrual rate to accrue additional vacation hours.

Submit

If you used both **NON** COVID-19 & **COVID-19** Sick and Vacation leave hours in the same month, please enter the hours used in the appropriate fields. Check your **TOTALS** for accuracy then submit.

Enter Hours Taken for the Month of January 2020

Non-COVID-19 Related Sick Hours	
COVID-19 Related Sick Hours	
Total Sick Hours	

● No Sick Time Taken

Sick Balance YTD   99 hours (12.3 days)

Non-COVID-19 Related Vacation Hours	
COVID-19 Related Vacation Hours	
Total Vacation Hours	

● No Vacation Time Taken

Vacation Balance YTD   71.33 hours (8.9 days)

Last date submitted   04/01/2020

Sick hours balance must be below 480 hours to accrue additional sick hours.
Vacation hours balance must be below 200% of yearly accrual rate to accrue additional vacation hours.

Submit

IF you took **NO** sick or vacation time for the month, please leave **ALL** fields, both **COVID-19** and **NON COVID-19** Sick & Vacation Fields **BLANK**. Mark the **NO SICK TIME TAKEN** circle. Check your **TOTALS** for accuracy then please submit.