

STAFF COVID-19 SICK & VACATION REPORTING INSTRUCTIONS

This page will refresh in 13 min 25 sec

Welcome Camille!



For The Pay Period of: Mar 21 - Apr 3, 2020



Please **SEPARATE** sick and vacation hours used for COVID-19 from other sick and vacation hours taken. Enter each on their designated row. **ALL** hours will be deducted from your balance.

☐ Show Sat/Sun

Type	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Total
Hours	06:46	07:18	07:52	00:00	00:00	21:56
Sic Staff	00:00	00:00	00:00	00:00	00:00	00:00
COVID-19 Sick	01:14	00:00	00:00	00:00	00:00	01:14
Vac EE Stf	00:00	00:00	00:00	00:00	00:00	00:00
COVID-19 Vac	00:00	00:00	00:00	08:00	08:00	16:00
Total	08:00	07:18	07:52	08:00	08:00	39:00

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 do **NOT** enter anything into the field. Check your **TOTALS** for accuracy and submit.

Type	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Total
Hours	00:00	00:00	00:00	00:00	00:00	00:00
Sic Staff	00:00	00:00	00:00	00:00	00:00	00:00
COVID-19 Sick	08:00	08:00	08:00	08:00	08:00	40:00
Vac EE Stf	00:00	00:00	00:00	00:00	00:00	00:00
COVID-19 Vac	00:00	00:00	00:00	00:00	00:00	00:00
Total	08:00	08:00	08:00	08:00	08:00	40:00

i Sick or Vacation hours may only be used to reach 40 hours.