ADM COVID-19 SICK & VACATION REPORTING INSTRUCTIONS

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.

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.

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.
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.