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.

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