

University of Illinois Temporary Coronavirus Paid Leave Form

TEMPORARY CORONAVIRUS PAID LEAVE
Effective October 1, 2021 until Further Notice; Updated February 10, 2022

University of Illinois Temporary Coronavirus Paid Leave provides employees with up to 2 weeks of paid leave for limited eligible reasons (*see below*). Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment. Information regarding the University's Temporary Coronavirus Paid Leave may be accessed here: <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1653117>

Eligibility

Employees are eligible from the first day of employment for Temporary Coronavirus Paid Leave if they are unable to work or remote work for one of the four qualifying reasons. Health care employees may be covered by other coronavirus leave provisions. Employees of UI Hospital and Health Sciences System should contact their leave representative for time off available to health care employees.

Temporary Coronavirus Paid Leave will be paid at regular rate of pay under the FLSA when:

1. Employee tested positive for COVID-19 and is required to isolate in accordance with UIC, UIUC, or UIS university quarantine and isolation guidelines and/or procedures.
2. Employee is identified as a close contact exposure to a COVID-19 positive individual and is required to quarantine in accordance with UIC, UIUC, or UIS university quarantine and isolation guidelines and/or procedures.
3. Employee is obtaining a COVID-19 vaccination, including vaccine boosters.
4. Employee is recovering from any injury, disability, illness, or condition related to a COVID-19 vaccination, including vaccine boosters.

Each University's guidelines and/or procedures for isolation, quarantine, and returning to work are available on the Temporary Coronavirus Paid Leave web page.

Amount of leave

If required to quarantine or isolate due to UIC, UIUC, or UIS University guidelines and/or procedures:

- Full-time employees are eligible for up to two weeks of leave time, based on their regular schedule up to a maximum of 80 hours.
- Part-time employees are eligible for a number of hours equal to the number of hours the employee works over a 2-week period, on average.
- Intermittent leave: Temporary Coronavirus Paid Leave for isolation or quarantine may only be taken intermittently if you are approved for remote work.

If obtaining a COVID-19 vaccination, including vaccine booster, and/or recovering from any injury, disability, illness, or condition related to the vaccination, including vaccine booster:

- Full-time employees are eligible for up to two days of leave time, based on their regular schedule, up to a maximum of 16 hours.
- Part-time employees are eligible for a number of hours equal to the number of hours the employee works, over a 2-day period, on average.

- Intermittent leave: Temporary Coronavirus Paid Leave for one of the vaccination reasons may be taken intermittently.

Notice of leave request

- Employees are required to follow departmental/university leave notice procedures for their intent to use Temporary Coronavirus Paid Leave.
AND
- Employees should complete the Temporary Coronavirus Paid Leave Form and submit it to their department human resources (HR) representative or applicable human resources (HR) office.

TEMPORARY CORONAVIRUS PAID LEAVE REQUEST FORM

TO BE COMPLETED BY EMPLOYEE	
Employee Name: _____	UIN: _____
Dept./Unit: _____	
Office E-mail: _____	Alternate E-mail: _____
Office Phone: _____	Alternate Phone: _____
Title: _____	
Supervisor's Name: _____	
REASON FOR LEAVE	
<p>Because of COVID-19, I am unable to work (including remote work) because I (mark only one):</p> <p>_____ 1. Am subject to a UIC, UIUC, or UIS university isolation order. (Reasons 1 and 2 are paid at regular rate of pay. Days/Hours used for Reasons 1 and 2, combined, shall not exceed a total of 10 days or 80 hours.)</p> <p>_____ 2. Am subject to a UIC, UIUC, or UIS university quarantine order. (Reasons 1 and 2 are paid at regular rate of pay. Days/Hours used for Reasons 1 and 2, combined, shall not exceed a total of 10 days or 80 hours.)</p> <p>_____ 3. Am obtaining a COVID-19 vaccination or vaccine booster. (Reasons 3 and 4 are paid at regular rate of pay. Days/Hours used for Reasons 3 and 4, combined, shall not exceed a total of 2 days or 16 hours.)</p> <p>_____ 4. Am recovering from any injury, disability, illness, or condition related to the vaccination or booster. (Reasons 3 and 4 are paid at regular rate of pay. Days/Hours used for Reasons 3 and 4, combined, shall not exceed a total of 2 days or 16 hours.)</p>	

DATES FOR WHICH LEAVE IS REQUESTED

LEAVE WILL BE TAKEN AS (check all that apply):

_____ a block of time from _____ to _____
(month/day/year) (month/day/year)

_____ intermittently (e.g., separate blocks of time or any part of a single day due to a single qualifying reason) (please describe on separate sheet and attach to application)

Start date of intermittent leave _____

NOTE: Temporary Coronavirus Paid Leave may only be taken intermittently if you are either 1) obtaining a vaccination or vaccine booster, or recovering from any injury, disability, illness, or condition related to the vaccination or vaccine booster, or 2) approved for remote work if you are subject to a UIC, UIUC, or UIS university quarantine or isolation order.

I have read the information regarding my university's quarantine and isolation guidelines and/or procedures and the "Temporary Coronavirus Paid Leave" above and understand all my obligations under this leave. To the extent the circumstances that necessitate my need for leave change, I agree to notify the University immediately.

I certify and affirm that I am unable to work (including remote work) because of the above indicated reason and that the information provided in this Temporary Coronavirus Leave Request form is true and correct.

Employee Signature

Date

TO BE COMPLETED BY COLLEGE/UNIT HR OFFICE, SYSTEM HR (FOR SYSTEM OFFICE EMPLOYEES), OR HOSPITAL LEAVE COORDINATOR (FOR UI HOSPITAL AND CLINICS)

1. Has employment commenced? Yes No

(If no, the employee is not eligible for Temporary Coronavirus Paid Leave.)

2. Is the reason for the leave because of one of the four reasons for qualifying leave? Yes No

3. Does the employee certification support the request for leave? Yes No

If no, please describe:

Based on the answers above, is the employee eligible for requested leave? **Yes No**

If "no," state reason.

Additional notes/comments:

Please sign below to indicate your review of this Temporary Coronavirus Paid Leave request.

Authorized Signature (Department, Unit, System HR, UI Hospital Leave Coordinator)

Date

If the unit believes that the employee is not eligible for Temporary Coronavirus Paid Leave, please consult your central/university Human Resources office before denying the leave. You may also contact HR if you have additional questions.

The unit is responsible for tracking and reporting Temporary Coronavirus Paid Leave.