



Request for Leave Due to COVID-19

PCC Employees may be eligible for paid leave due to COVID-19 related emergency leave and sick leave provisions. Please complete the attached form and return to the benefits office, LOA-COVID19-group@pcc.edu.

Employee Name: _____

G#: _____

PCC Email: _____

Daytime Phone: _____

Supervisor Name: _____

Department: _____

Leave Begin Date: _____ Leave End Date _____ FT or Intermittent _____

I am unable to work or telework for the following reason:

- I am ordered by a federal, state, or local order to quarantine or self-isolate related to COVID-19
- I have been advised to self-quarantined by my healthcare provider
- I am experiencing symptoms of COVID-19 and am seeking diagnosis or treatment
- I am obtaining the COVID-19 Vaccine on _____ (Date), and request _____ (# of hours)
- I am recovering from complications of the COVID-19 vaccine
- I am awaiting COVID-19 test results or diagnosis
- I am caring for an individual who is ordered to quarantine or self-isolate or who is advised to self-quarantine by a healthcare provider
- I am caring for my child whose school or daycare has closed, or whose childcare provider is unavailable due to COVID-19
- I am unable to work to care for a substantially similar condition as determined by the secretary of health and human services
- I am unable to telecommute (because telecommuting work is not available)

Employees may be eligible for one or more of the following leaves:

Emergency Paid Sick Leave (E-PSL) – Up to 80 hours of paid leave for the following reasons: (1) the employee is ordered to quarantine or self-isolate related to COVID-19; (2) advised to self-quarantined by their healthcare provider; (3) experiencing symptoms of COVID-19 and seeking diagnosis or treatment; (4) obtaining the COVID-19 Vaccine; (5) recovering from complications of the COVID-19 vaccine; (6) awaiting COVID-19 test results or diagnosis; (7) caring for an individual who is ordered to quarantine or self-isolate or who is advised to self-quarantined by a healthcare provider; (8) caring for their child whose school or daycare has closed, or whose child care provider is unavailable due to COVID-19; or (9) unable to work to care for a substantially similar condition as determined by the secretary of health and human services. Leave for reasons (1) - (6) is at the regular pay rate, capped at \$511 per day and a total of \$5,110. Leave for reasons (7) - (9) is at 2/3 regular pay rate, capped at \$200 per day and a total of \$2,000.

Emergency Family Medical Leave (E-FMLA) – Employees may be eligible for up to 12 weeks of leave for any of the reasons listed above. Paid at 2/3 regular pay rate, capped at \$200 per day and a total of \$12,000.

Oregon Sick Leave – Allows employees who were scheduled to work to use accrued sick leave (up to a maximum of 80 hours) for childcare purposes due to school closures; unable to telecommute because work is not available, a COVID-19 related absence; to care for a family member with COVID related illness; or certain public health emergencies including closure of the employee’s place of business.

Based on the information above PCC will apply applicable leaves. Please see PCC COVID-19 FAQ for additional information.

I request to utilize my other appropriate leave accruals to supplement up to 100% of my regular pay

Employee Signature Date

Supervisor Signature Date