

Emergency COVID-19 Family Member's Serious Health Condition Form

(Please have your Supervisor's approval before returning to HR)

Your safety and health are our priority. If you are experiencing symptoms of the Coronavirus - which include dry cough, fever, and respiratory distress - we ask that you stay home and seek medical attention according to the CDC guidelines (www.washjeff.edu/Coronavirus). While these symptoms may also be associated with other illnesses, employees should take them seriously and refrain from coming to campus to ensure and maintain the safety and health of our campus community.

In accordance with the pending Families First Coronavirus Response Act, you will be protected with paid leave benefits if you (or a qualified family member) has already been individually affected by the diagnosis or symptoms of Coronavirus/COVID-19, if you need to care for a child(ren) if the child(ren)'s school or place of care has been closed, or the child care provider of such child(ren) is unavailable, due to Coronavirus. W&J will provide you with leniency for paid time off without having to use your current sick or personal time during this emergency crisis.

Please inform your supervisor if this applies to you and we will provide you with the proper documentation and necessary guidance to allow you the time off you need to take care of your health or for a loved one in need.

Employee's Name: _____

Employee's Title: _____

Date: _____

Supervisor Approval: _____

Human Resources Approval: _____

*The Department of Human Resources will be in contact to inform you if your request has been approved or denied.