

## Request for CSU Expanded COVID-19 Related (Paid) Leave (ECRL) Coronavirus Pandemic (COVID-19)

<b>Employee Name:</b>		<b>Employee ID:</b>	
<b>Job Title:</b>		<b>Division/Department:</b>	
<b>Classification:</b>	<b>CBID:</b>	<b>Full-Time:</b>	<b>Part-Time:</b>
<b>Supervisor Name:</b>		<b>Supervisor email/Ext.</b>	
<b>Date Requested:</b>		<b>Date of Requested Extension (if applicable):</b>	
<b>Exempt:</b>		<b>Non-Exempt:</b>	

To access this program, employees are requested to complete and submit the signed request form to their campus Human Resources department prior to the start of Expanded COVID-19 Related Leave (ECRL). However, if time does not permit, employees may verbally request ECRL and follow up with a completed form.

**Each eligible employee may request up to 128 hours (16 days) of ECRL to be used between January 1, 2021 and December 31, 2021.**

**NOTE: Unit 6 employees may request up to 256 (32 days) of ECRL to be used during this period.** Unused ECRL has no value if an employee separates from CSU employment.

**PERMISSABLE USE OF LEAVE**

Select at least One (1)	Qualifying Reasons to Use CSU Expanded COVID-19 Related Leave (ECRL)
	I am subject to a quarantine or isolation period related to COVID-19 as defined by federal, state, or local orders or guidelines.
	I am advised by a health care provider to self-quarantine due to concerns related to COVID-19.
	I am attending an appointment to receive a COVID-19 vaccine.
	I am experiencing symptoms related to a COVID-19 vaccine.
	I am experiencing COVID-19 symptoms and seeking a medical diagnosis.
	I am caring for a family member who is subject to a quarantine or isolation order or guideline or who has been advised to self-quarantine by a health care provider due to concerns related to COVID-19.
	I am caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

**SIGNED AND AGREED BY:**

*To the best of my knowledge and belief, I certify that the facts stated within are accurate and in full compliance with CSU policies for ECRL requirements. I understand I may be asked to substantiate the reason for the leave in accordance with current Bargaining Unit MOU and/or CSU Policies.*

**Request for Dates of ECRL**

Type of Leave	Month	Dates Requested (Additional detail may be attached to this form. Exempt employees must use time in full day increments if not covered under FML.)	Total Number of Hours Requested	Total Number of Hours Used Prior to this Request	Total Number of Hours Remaining in Allotment
<b>Total Hours:</b>					

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CAMPUS APPROVAL**

*I approve do not approve the use of the Expanded COVID Related (Paid) Leave, as indicated above.*

Appropriate Administrator Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I approve do not approve the use of the Expanded COVID Related (Paid) Leave, as indicated above.*

Human Resources Designee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee CWID: \_\_\_\_\_

**Request for Dates of CSU Expanded COVID-19 Relief (Paid) Leave (ECRL) Detail by Month**  
**Non-Exempt Employees - report in total hours**  
**Exempt Employees - report in full day increments unless the leave is designated as FML**

Month: _____				Pay Period _____		
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				Total

Month: _____				Pay Period _____		
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				Total

Month: _____				Pay Period _____		
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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Month: _____				Pay Period _____		
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