



### Kev Thov So Txog Muaj Teeb Meem Qhaib rau COVID-19

(Siv daim no thov caij so txij los tom qab lb Hlis xiab 1, 2021.)

Thov luam thiab teev daim ntawv no, los teev xa nyob hauv computer.

Thov xa (*email*) daim ntawv teev tiav rau tus *Divisional Disability Representative (DDR)* hauv koj ceg qhia ntawv los ceg ua haujlwm; lawv yog cov tuav cov ntaub ntawv kuaj mob tsis pub leej twg pom los paub. Rau nrhiav koj tus DDR, mus nrhiav hauv [employeedisabilities.wisc.edu/divisional-disability-representatives-ddr](http://employeedisabilities.wisc.edu/divisional-disability-representatives-ddr).

**Qhov Families First Coronavirus Response Act (FFCRA), uas muab caij so them nyiaj rau cov neeg ua num muaj teeb meem qhaib txog COVID, tau tas rau lub Kaum Ob Hlis tim 31, 2020 thiab tsis muaj lawm.** Koj siv tau tej caij so koj tshuav, los thov so tsis them nyiaj (Saib koog 4 rau kev qhia ntxiv).

➔ Thov teev koog 1 txog 5. Yog koj xav tau kev pab teev daim ntawv no, [tiv tauj koj tus DDR](#).

#### Koog 1: Ntaub Ntawv Txog Tus Kheej nformation

Npe:		<i>Employee ID:</i>	Chaw ua num siv xwb
Npe Haujlwm:		Tus thawjsaib:	
Ceg Haujlwm:		Tus xovtooj xav kom siv:	
Tus <i>email</i> siv lub caij so:		Tiv tauj koj li cas tau zoo tshaj?	<input type="checkbox"/> Xav kom siv <i>email</i> <input type="checkbox"/> Xav kom hu xovtooj

#### Koog 2: Teeb Meem rau Thov So thiab Cov Ntaub Ntawv Yuav Kom Muaj

- Koj tus DDR yuav siv cov hauv no xyuas saib koj nkag tau rau qhov(cov) kev pab twg. Yog koj nkag tau tshaj ib qho kev pab, koj tus DDR yuav xaiv qhov pab tau koj ntau los zoo tshaj. Yog tau, tej zaum ob qho pab tau rau tib lub caij.
- Koj yuav tsum muaj ntaub ntawv rau qhov koj thov raws li cov teeb meem hauv qab no.
- Koj yuav tsum muab kom tau cov ntaub ntawv tuaj rau koj tus *Divisional Disability Representative (DDR)* tsis pub dhau 15 hnuv tom qab thawj hnuv koj thov so.

*Tso qhov(cov) teeb meem koj thov so raws hauv qab no. **Khij txhua qhov raug koj.***

<b>Kuv ua haujlwm tsis tau puv hnuv, nrog ua tsis tau tom tsev tuaj, vim:</b>	
2.1	<input type="checkbox"/> Kuv rau raws nomtswv tebchaw, xeev, los zej zog tus caij kom caij nyob rau ib qho txog COVID-19, <u>ther tsis yog xeev los zej zog kev kom ua raws qhaib rau Wisconsin “Safer at Home” order.</u> Thov muab nomtswv lub koos hauv npe uas kom koj yuav tsum cais nyob ib qho,
2.2	<input type="checkbox"/> Kws kuaj mob tau kom kuv yuav tsum cais tus kheej vim COVID-19. Thov muab ib daim ntawv tuaj ntawm koj qhov chaw kuaj mob uas tau kom koj cais tus kheej nyob ib qho. <input type="checkbox"/> Daim ntawv muaj nrog no los mam xa tuaj
2.3	<input type="checkbox"/> Kuv muaj cov cim tus kab mob COVID-19 thiab tseem mus kuaj ntsuam xyuas, los kuaj muaj COVID-19. Thov muaj ntaub ntawv ntawm koj qhov chaw kuaj mob los qhov chaw uas koj mus ntsib kuaj txog cov cim mob COVID-19. <input type="checkbox"/> Daim ntawv muaj nrog no los mam xa tuaj
2.4	<input type="checkbox"/> Kuv tu ib tug neeg tau kom nws yuav tau cais nws rau ib qho. 1. Thov muab daim ntawv qhov chaw kuaj tus neeg koj saib los tu uas tau kom muaj ib tug saib vim muaj cov cim mob COVID-19 los kuaj muaj COVID-19. 2. Thov muab tus neeg koj saib npe thiab saib nws ho ze rau koj li cas:

	<input type="checkbox"/> Daim ntawv muaj nrog nov los mam xa tuaj
2.5	<input type="checkbox"/> Kuv zov ib tug menyuam uas nws lub tsev kawm ntawv los chaw zov menyuam kaw lawm, los qhov chaw zov menyuam tau kaw tswj ceev tus kab mob COVID-19. Rau tus menyuam tshaj 14 xyoos, kuv tau piav qhov teeb meem muaj txawv uas kuv yuav tsum tau saib tus(cov) menyuam.  <b>Teb cov lus nug no yog koj thov caij so raws li qhov no.</b> <ol style="list-style-type: none"> <li>1. Menyuaam lub/cov npe thiab hnuv nyoog: _____ _____</li> <li>2. Rau cov menyuam tshaj 14, thov muab ib daim ntawv piav txog qhov uas txawv ho yuav tau saib nws rau nruab hnuv: _____ _____</li> <li>3. Lub/cov npe tsev kawm ntawv kaw los koom nrog <input type="checkbox"/> nyob ib qho qhia ntawv los <input type="checkbox"/> nyob ib qho qhi thiab mus kiag rau, chaw zov menyuam kawm lawm, thiab/los tsis muaj neeg zog menyuam lub caij uas koj thov so: _____ _____</li> </ol> <input type="checkbox"/> Kuv lub npe kos nyob rau sab 3 qhia tseeb tias tsis muaj lwm tus yuav saib tau kuv tus (cov) menyuam lub caij kuv thov so.

**Koog 3: Hom Caij So thiab Cov Hnuv Yuav Thov So**

**Khij tag nrho cov raug koj.**

- So tas mus li                      Thawj hnuv pib so: \_\_\_\_\_ Hnuv so kawg \_\_\_\_\_  
So tas mus li yog so kiag rau ib lub caij/ntus thiab tsis txiav tej hnuv los lub caij.
- So tej lub caij / hnuv              Thawj hnuv pib so: \_\_\_\_\_ Hnuv so kawg: \_\_\_\_\_  
So tej lub ciaj / hnuv yog so tej hnuv raws qhov teeb meem muaj pub siv tau.
- Txo caij ua haujlwm              Thawj hnuv pib so: \_\_\_\_\_ Hnuv so kawg: \_\_\_\_\_  
Txo caij ua haujlwm yog caij so txo cov xuabmoos ua haujlwm raws hnuv los asthiv.

**Thov piav qhia caij so tej lub caij los hnuv thiab/los txo xuabmoos ua haujlwm (thov nco tias cov no yuav tsum tau kev pom zoo los ntawm tus thawjsaib):**

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**Koog 4: Kev Them Nyiaj Thaum Lub Caij So**

Qhov *Families First Coronavirus Response Act (FFCRA)*, uas them nyiaj rau cov neeg ua haujlwm muaj teeb meem qhaib rau COVID, tas thaum Kaum Ob Hlis tim 31, 2020 thiab tsis muaj lawm.

Tam sim no koj yuav tau siv koj cov caij tshuav kom tau nyiaj them rau lub caij muaj teeb meem thov so qhaib txog COVID. Koj siv tau cov caij so mus ua si (*Vacation*), xws li cov xyoos tas no tseem tshuav thiab cov muab tshem cia (*Banked Vacation*), Cov Hnuv rau Tus Kheej Caiv (*Personal Holidays*) thiab/los Cov Caij rau Muaj Mob (*Sick Leave*).

Tau ntxiv ib qho caij rau tus cai [Sick Leave policy](#) uas nthuav UW-Madison tus *Sick Leave Policy* dav pub siv cov caij so rau kev muaj mob rau cov teeb meem qhaib rau COVID-19. Yog koj so rau cov teeb meem hauv koog 2.4 los 2.5, koj yuav siv tau koj cov caij so rau kev muaj mob lub caij no. Yuav kom koj yuav tsum siv kom tas koj cov caij so mus ua si (tsis xam cov muab tshem cia lawm) thiab cov caij rau tus kheej caiv ua ntej koj siv tau cov caij so rau kev muaj mob. Qhov kev ntxiv pub siv cov caij no tas rau lub Peb Hlis xiab 1, 2021.

Yog koj tsis muaj cov xuabmoos rau kev muaj mob txaus siv rau lub caij muaj COVID no, koj yuav tau siv caij so tsis tau nyiaj them.

Koj nkag mus saib tau koj cov caij so nyob hauv MyUW ntawm <https://my.wisc.edu>. Nyem qhov “*Time and Absence*” ces nyem kab “*Absence Balances*”.

Thov [hu rau koj tus DDR](#) yog koj muaj lus nug txog koj cov xuabmoos so koj tshuav los txog qhov kev thov so.

Kuv yuav siv cov caij so kuv tshuav kom tau nyiaj them rau lub caij kuv so qhaib rau COVID.

**LOS**

Kuv tsis tshuav cov xuabmoos so txaus them rau lub caij so muaj teeb meem qhaib rau COVID thiab kuv yuav siv ib co xuabmoos los tag lub caij kuv so tsis them nyiaj.

**Yuav kom muaj** Kuv to taub tias yog kuv tsis tshuav xuabmoos so txaus them lub caij kuv so, kuv yuav tsis tau nyiaj them puv rau lub caij kuv so.

**Thov nco:** Siv ciaj so tsis them nyiaj yuav tshuam rau cov kev muaj pab rau koj, xws li paj kas phais kuaj mob thiab cov caij so muab rau koj. Thov xa ntawv rau *Benefits Services, Office of Human Resources*, [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) tham txog cov nqi yuav thiab tej lus koj muaj txog kev muaj them pab thiab cov caij so muab rau koj.

**Koog 5: Cov Npe Kos**

Kuv thov caij so raws tus cai *Families First Coronavirus Response Act* vim **kuv tuaj ua tsis tau haujlwm puv hnuv, nrog rau ua haujlwm tom tsev tuaj**, rau cov teeb meem thiab lub caij kuv tau tso nyob rau hauv daim ntawv no.

_____	_____
Tus Neeg Ua Num Npe Kos los ntaus ( <i>Yuav tsum muaj</i> )	Hnub
_____	_____
Tus DDR Npe Kos Tso Cai	Hnub
_____	_____
Tus Thawjsaib Npe Kos ( <i>Yuav tsum muaj rau so tej hnuv/txo xuabmoos</i> )	Hnub

**For office use only:**

The employee’s supervisor has been notified of this leave request (either by employee or HR).