Instructions for Completing the
Request for COVID-19 Related Leave Form

Where to find the documents, you need:

- You can find copies of the Request for Leave form, this instruction sheet, and frequently asked questions at https://hr.wisc.edu/covid19/leave/

Options for completing and submitting the Request for Leave form

- You can download the form and complete it electronically. Be sure to save the completed form on your computer. You can then email the completed form to your Divisional Disability Representative (DDR).
- You can also print out the form and fill it in handwriting. Please use dark ink and write clearly. You can then scan the form or take a picture of it with your mobile device to create an electronic file.
- Please email the completed form to the DDR in your school, college or division. To find your DDR, visit: employeedisabilities.wisc.edu/divisional-disability-representatives-ddr/
- If you are unable to submit your form via email, or need assistance for any reason, please call your DDR.

Getting help with the form

- Please complete as much of the form as you are able. If you cannot complete every section, complete what you can, and your DDR will contact you with any questions.
- If you would like to request translation or interpretation services, please call Cultural Linguistic Services (Office of Human Resources) at (608) 265-2257.

Tips for completing the form

- Complete Sections 1 through 5 of the Request for Leave Form as completely as you can.
- **Section 1:** Complete the requested personal and contact information.
- **Section 2:** Reason(s) for Leave Request and Required Documentation.
  - You may have more than one reason for requesting leave. Please be sure to check as many as apply.
  - Please note that some reasons for leave require documentation. Depending on your reason(s) for leave, documentation may be required from your health care provider, the health care provider of an individual you are caring for, or both.
  - You do not need to visit your health care provider to request documentation. You can request documentation by phone, email, or virtual appointment, or you can take a screenshot of your online health chart.
  - You may submit the documentation with your form or submit it separately. If your reason(s) for leave require you to submit documentation, you must submit that documentation no more than 15 calendar days after your first day of requested leave. Contact your DDR with any questions.
- **Section 3:** Leave Type(s) and Anticipated Dates Requesting Leave.
  - Definitions of “continuous leave,” “intermittent leave,” and “reduced work schedule” are provided.
  - If you need help determining which type of leave you are requesting, please contact your DDR.
  - You may be using more than one type of leave, so check as many as apply to your situation.
  - We understand that you may not know the last date you will need leave. Please provide an estimated date for now. This can be adjusted later once your leave needs are clear.
• **Section 4: Pay during Leave.**
  o The Families First Coronavirus Response Act (FFCRA), that provided paid leave to employees for COVID related reasons, expired on December 31, 2020 and is no longer available.
  o You will now need to use your own accrued paid leave to remain in pay status during your COVID related leave. You will need to enter the leave type and amount of leave you would like to use during your absence.
  o If you are taking leave for reasons 2.4 or 2.5, you may be eligible to use your sick leave during your absence. An addendum was added to the Sick Leave policy that temporarily expands UW-Madison’s Sick Leave Policy to allow the use of sick leave for additional COVID-19 reasons. You will be required to exhaust all of your accrued vacation (no including banked leave) and personal holiday leave before you would be eligible to use your sick leave. This addendum is set to expire on March 1, 2021.
  o If you do not have accrued paid leave to use, your absence will be unpaid.
  o You will indicate if you are going to apply your accrued paid leave or if you do not have enough accrued paid leave to use and will take some or all of your leave without pay.
  o You can check your accrued leave balances through MyUW or ask your local HR contact for assistance.

• **Section 5: Signatures.** If you are completing the form electronically, an electronic signature will be accepted (just type in your name).