Student Hourly Employee
Instructions for Completing the
Request for COVID-19 Related Leave

The Families First Coronavirus Response Act (FFCRA), that provided paid leave to eligible Student Hourly employees when they are unable to work or telework\(^1\) for specific reasons related to the COVID-19 pandemic, expired on December 31, 2020 and is no longer available.

Options for requesting leave:

- Student Hourly employees can download the Request for Emergency Leave 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), who is responsible for receiving your confidential medical information.
- Some colleges, schools, or divisions may have their own process for students to request this leave that does not require students to submit a Request for Emergency Leave Form. If your college, school, or division has a different process, they will communicate that process to you.
- You can also print out the form and fill it in using 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.

Where to find the documents you need:

- You can find copies of the Request for COVID-19 Related Leave form, the instruction sheet, and frequently asked questions at hr.wisc.edu/covid19/emergency-leave.

Getting help with the form

- Please complete as much of the form as you are able. You will not need to complete Section 4. 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 (excluding Section 4) of the Request for Leave Form as completely as you can.
- **Section 1:** Complete the requested personal and contact information. Under additional information, check the box if you have been employed by the university for at least 30 days prior to the first day you are requesting to take leave. If not, leave this box unchecked.
- **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.

\(^1\) The Families First Coronavirus Response Act (FFCRA) defines telework as work you perform while you are at home or at a location other than your normal workplace. Telework is work for which normal wages must be paid and is not compensated under the paid leave provisions of the FFCRA.
• 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 requesting 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.
  • 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.
  • Student Hourly employees do not earn paid leave and do not have paid leave available to use during their absences. Your absence will be unpaid. You may skip this section of the form and proceed to Section 5.
  • If you are experiencing a financial crisis, there may be emergency support options available for you. For more information, as well as to submit a request for support, visit www.financialaid.wisc.edu/emergencysupport. Additional resources to help ensure basic needs are met can also be found here: www.financialaid.wisc.edu/success/basic-needs-resources/. Please note, both of these resources are unrelated to your employment role, but are available to support any UW-Madison student.

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

If you have any questions or need assistance, contact your DDR.