

Emergency Authority Only
Monterey County Paid Special Leave Request Form



Instructions:

In accordance with Section 10 of the [Monterey County Human Resources Emergency Response Manual](#), during the period of the emergency declaration, up to 80 hours of Paid Special Leave (at base pay rate) may be granted by the Department Head for full-time employees. The Paid Special Leave may be granted for employees who are quarantined by the County Public Health Officer or authorized State or federal official due to the Pandemic event, sick or with the Pandemic event symptoms, or excused by the appointing authority, **and unable to temporarily telecommute/work from home**. The 80 hours of Paid Special Leave shall be pro-rated for less than full-time employees based on their FTE.

Employees requesting the use of Paid Special Leave under this provision must complete this request form and submit it to the Department Head, or designee, for approval. Employees shall not use the pay code associated with the Paid Special Leave on their timecard until this request form has been approved by the Department Head, or designee.

Employee's Statement:

Print Name: _____ **ID Number:** _____ **Phone#** _____

Reason for Paid Special Leave request:

- I am experiencing symptoms associated with COVID-19 virus.
- I have been quarantined by the County Public Health Officer or authorized State or federal official.
- I request to be excused from work due to:

- Continuous Leave Intermittent Leave (a few hours a day or a few days pers week)

Dates Requested for Leave: _____ to _____ Return to Work: _____

Requested intermittent schedule: (please specify anticipated schedule and how many hours you will use)

Employee Signature

Date

Department Head Review:

- Approved Denied

Department Head Name

Signature

Date