



WESTFIELD PUBLIC SCHOOLS COVID-19 SICK LEAVE FORM

Massachusetts COVID-19 Temporary Emergency Paid Sick Leave Request Form

By law, employees must submit a written request to their employer to take Massachusetts COVID-19 Temporary Emergency Paid Sick Leave (COVID-19 Sick Leave). Complete and submit this form to the Human Resources department, along with written supporting documentation, before taking leave or **as soon as practicable**. You must also follow all other standard notification procedures with respect to your supervisor as applicable.

| | |
|------------------------------|--|
| Name | |
| Employee ID Number | |
| Leave Start Date/Time | |
| Leave End Date/Time | |

Check the appropriate box below for the relevant COVID-19 Sick Leave qualifying reason:

I need to:

- self-isolate and care for myself because I have been diagnosed with COVID-19;
- get a medical diagnosis, care, or treatment for COVID-19 symptoms; or
- get or recover from a COVID-19 immunization.

I need to care for a family member who:

- must self-isolate due to a COVID-19 diagnosis;
- needs medical diagnosis, care, or treatment for COVID-19 symptoms; or
- needs to obtain or recover from a COVID-19 immunization

I am subject to a quarantine order or similar determination by a local, state, or federal public official, a health authority having jurisdiction, my employer, or a health care provider.

Name of governmental entity, employer, or health care provider ordering or advising self-quarantine:

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I need to care for a family member due to a quarantine order or similar determination regarding the family member by a local, state, or federal public official, a health authority having jurisdiction, the family member's employer, or a health care provider.

Name of governmental entity, employer, or health care provider ordering or advising self-quarantine:

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Name of person subject to quarantine, and relationship to person (such as spouse, parent, etc.):

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By signing below, I attest that I am qualified for COVID-19 Sick Leave for the reason selected above and that, because of this reason, I am unable to work. I understand a combined maximum of 40 hours or \$850.00 (whichever comes first) total paid time off is available to me if I qualify for the COVID-19 Sick Leave. I understand that making a false claim may result in disciplinary action. I will notify the Human Resources office and my supervisor as soon as my circumstances change.

Employee signature

Date

Make sure to provide any relevant supporting written documentation, along with this completed and signed written notice, to your HR office.

Human Resources Phone: 413-572-6550 Fax: 413-572-6518

FOR HR USE ONLY:

| | |
|---|--|
| Actual Leave Start Date/Time | |
| Actual Leave End Date/Time | |
| Total Hours Used | |
| Total Wages | |
| Total Related Expenses | |
| Employee's Primary Place of Employment¹ | |
| Average Number of Weekly Hours Worked² | |

¹ An employee's "primary place of employment" means the worksite or physical location where the employee spent the greatest percentage of work hours between the dates of January 1, 2020 and April 30, 2021; temporary telecommuting arrangements entered into during this period should not factor into this determination. For a new employee who commenced work on or after May 1, 2021, "primary place of employment" means the worksite or physical location where the employee is expected to spend the greatest percentage of work hours between the first day of work and April 1, 2022, based on the work arrangement agreed upon between the employer and the employee. However, an employee's "primary place of employment" is not in Massachusetts if they have been permanently transferred out of state.

² For employees whose schedule and weekly hours vary from week to week, the average number of hours that the employee was scheduled to work per week over the previous 6-months. If an employee with a variable schedule has not worked for the employer for 6 months, the number of hours per week that the employee reasonably expected to work when hired.