**APRIL COVID-19 LEAVE REPORT**

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| **EMPLOYEE INFORMATION** | | | |
| Name: |  | | |
| Employee ID: |  | | |
| Department: |  | | |
|  |  | | |
| **INSTRUCTIONS** | | | |
| Employees who are unable to perform their assigned duties during the COVID-19 pandemic are eligible to use COVID-19 leave as outlined within [SYS 1200-Interim 02, COVID-19 Leave Policy](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/interim-covid-19-leave-policy/). Employees paid monthly must complete the COVID-19 Leave Report, indicating hours of COVID-19 leave usage and reason for leave below. All other leave usage should be submitted through the normal [Monthly Leave Reporting](https://uwservice.wisconsin.edu/docs/publications/monthly_leave_reports_and_no_leave_taken.pdf) process. The April COVID-19 Leave Report is due to [**payrollandbenefits@uwgb.edu**](mailto:payrollandbenefits@uwgb.edu)by **Friday, May 8, 2020**. | | | |
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| **COVID-19 LEAVE USAGE** | | | |
| |  |  |  | | --- | --- | --- | | Date | Leave Usage Hours | Reason for COVID-19 Leave | | 4/1/2020 |  | Choose an item. | | 4/2/2020 |  | Choose an item. | | 4/3/2020 |  | Choose an item. | | 4/6/2020 |  | Choose an item. | | 4/7/2020 |  | Choose an item. | | 4/8/2020 |  | Choose an item. | | 4/9/2020 |  | Choose an item. | | 4/10/2020 |  | Choose an item. | | 4/13/2020 |  | Choose an item. | | 4/14/2020 |  | Choose an item. | | 4/15/2020 |  | Choose an item. | | 4/16/2020 |  | Choose an item. | | 4/17/2020 |  | Choose an item. | | 4/20/2020 |  | Choose an item. | | 4/21/2020 |  | Choose an item. | | 4/22/2020 |  | Choose an item. | | 4/23/2020 |  | Choose an item. | | 4/24/2020 |  | Choose an item. | | 4/27/2020 |  | Choose an item. | | 4/28/2020 |  | Choose an item. | | 4/29/2020 |  | Choose an item. | | 4/30/2020 |  | Choose an item. | | 5/1/2020 |  | Choose an item. | | | | |
| **EMPLOYEE SIGNATURE** | | | |
| Employee Name | |  | Date |
| *By typing your name above, you certify that your COVID-19 Leave Report is accurate. Misrepresentation of leave usage can lead to disciplinary action.* | |  |  |
| **ELECTRONIC ROUTING** | | | |
| Employee ↓ Send completed form via email to Supervisor for approval (cc [payrollandbenefits@uwgb.edu](mailto:payrollandbenefits@uwgb.edu))  Supervisor ↓ Forward via email (with form attached )to [payrollandbenefits@uwgb.edu](mailto:payrollandbenefits@uwgb.edu) with approval | | | |
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