**MARCH COVID-19 LEAVE REPORT**

|  |
| --- |
| **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 March COVID-19 Leave Report is due to **payrollandbenefits@uwgb.edu**by **Friday, April 10, 2020**. |
|  |  |
| **COVID-19 LEAVE USAGE** |
|

|  |  |  |
| --- | --- | --- |
| Date | Leave Usage Hours | Reason for COVID-19 Leave |
| 3/17/2020 |       | Choose an item. |
| 3/18/2020 |       | Choose an item. |
| 3/19/2020 |       | Choose an item.  |
| 3/20/2020 |       | Choose an item. |
| 3/23/2020 |       | Choose an item. |
| 3/24/2020 |       | Choose an item. |
| 3/25/2020 |       | Choose an item. |
| 3/26/2020 |       | Choose an item. |
| 3/27/2020 |       | Choose an item. |
| 3/30/2020 |       | Choose an item. |
| 3/31/2020 |       | 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)Supervisor ↓ Forward via email (with form attached )to payrollandbenefits@uwgb.edu with approval  |
|  |