



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMERGENCY PAID SICK LEAVE REQUEST FORM
(Personnel Rules Addendum)**

Employee Name (Last, First, MI): _____

Employee ID #: _____ Position Title: _____

Department Name: _____ Supervisor Name: _____

Absence Start Date: _____ Absence End Date: _____

Under the Emergency Paid Sick Leave Act (the "Act"), employees may request Emergency Paid Sick Leave for specific reasons related to COVID-19. Such sick leave under the Act is available April 1, 2020 through December 31, 2020.

Refer to the Revised Personnel Rule Addendum for updated information.

Eligibility for Emergency Paid Sick Leave

A full-time or part-time employee who is unable to work or telecommute and I am requesting sick leave for the following reasons:

I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

Name of the governmental entity ordering the quarantine/isolation: _____

I have been advised by a healthcare provider to self-isolate due to concerns related to COVID-19;

Name of the Healthcare profession advising self-quarantine/isolation: _____

I am experiencing COVID-19 symptoms and seeking medical diagnosis;

I am caring for an individual described in Sections VII (2) (i), (ii) and (iii) of the Revised Personnel Rule Addendum;

Name of the person that you are caring for: _____

I am an employee who is unable to work or telecommute and need to care for a child whose:

School or place of care has been closed or the child's care provider is unavailable due to COVID-19 precautions.

The child is my biological, adopted, foster, stepchild or legal ward, or a child I am standing in loco parentis who is either under 18 years of age and/or

A child is older than 18 and incapable of self-care due to a mental or physical disability as defined under the Americans with Disabilities Act, 42 U.S.C. § 12101, *et seq.*, for whom I have actual day-to-day responsibility for care. Under the IRS interpretation, children over the age of 14 that fall under this category must provide the special circumstances that surrounds a child of that age requiring childcare must be explained in accordance to the IRS interpretation. Explain the "special circumstances" in the comment area below).

I am experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

I have attached the required documentation for unavailability of childcare or school closing. Examples of documents include, but are not limited to, notice of closure or unavailability from your child's school, place of care, or childcare provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or childcare provider.

I AM an employee considered to be a health care provider or first responder as defined by the Act (see the Family and Medical Leave Act Policy Addendum).

I am NOT an employee considered to be a health care provider or first responder as defined by the Act (see the Family and Medical Leave Act Policy Addendum).

Child or Children's Name(s):

Name of Child	Age of Child	Name of School or Care Provider that is closed or unavailable	Address of such School or Care Provider

School or Childcare Documentation for each child named above attached: _____

IRS Special Circumstances Requirement: If any of the children are over 14, please provide an explanation of the "special circumstances" that requires the child to need special care:

I will be the only person taking care of the child during the period for which I am receiving leave.

The sick leave is available from day one of employment and the employee is not required to use accrued time prior to use of emergency paid sick leave.

By my signature, I certify that the information provided in this Form is true, correct and complete to the best of my knowledge. Further, I acknowledge that falsification or misrepresentation of information provided in this form will be a violation of Personnel Rules 8.2(b)(18) and 8.2(b)(33) and may lead to discipline, up to and including, discharge.

Employee's Signature

Date

For Department Use Only

_____ Approve _____ Deny (add comments below) _____ Other (add comments below)

Department Head Name

Signature

Date

Comments:

Please complete and send this form to your department Timekeeper

Emergency Paid Sick Leave Information
See the Personnel Rules Addendum for further detail

Calculation of Emergency Paid Sick Leave

While the County, at its discretion, will continue its practice to pay employees in accordance with provisions of the March 16, 2020 Personnel Policy Addendum, it nevertheless reserves the right to, at its discretion, pay employees in accordance with the Act as follows:

- Any full-time employee who meets the requirements of (a), (b), and (c) above is eligible to receive up to 80 hours of emergency paid sick leave at their regular rate of pay, not to exceed \$511 per day or \$5,110 in total over a two-week period. Eligible part-time employees will receive an amount equal to the average number of hours they work over a two-week period.
- Any full-time employee who meets the requirements of Section (d) and (e) is eligible to receive up to 80 hours of emergency paid sick leave at a rate of two thirds (2/3) of their regular rate of pay, not to exceed \$200 per day or \$2,000 in total over a two-week period. Eligible part-time employees will receive an amount equal to the average number of hours they work over a two-week period.
- Any full-time employee who meets the requirements of (e) above is eligible to receive up to ten (10) weeks of emergency paid sick leave and expanded family and medical leave paid at two-thirds (2/3) of their regular rate of pay, not to exceed \$200 per day or \$12,000 total. Eligible part-time employees will receive an amount equal to the average number of hours they work over a two-week period.

Employee Notice Requirements

- Eligible employees should provide notice of absence as soon as possible.
- In order to be paid for the sick leave under reason (v), employees are required to provide documentation. Examples include, but are not limited to, notice of suspension, closure or discontinuation of school, childcare services, that may have been posted on a school or day care website or an email from a school, place of care or childcare provider.