

**Use of COVID-19 PAL for the purposes listed below is cumulative from March 16, 2020, through the end of the public health emergency.**

Employees may receive COVID-19 PAL under the following conditions:

- 1) The employee is subject to a quarantine order, or has been advised to self-quarantine by a health care provider or public health official; or
- 2) The employee experiences a reaction to their COVID-19 vaccination on the day of the vaccination or on the following day.

Under conditions 1 and 2 above, COVID-19 PAL is allocated as described below:

- 1) The employee may receive up to 80 hours of COVID-19 PAL for the absences prior to using any accrued personal leave and paid time off.
- 2) Once this 80 hours has been exhausted, the employee must use their accrued personal leave and paid time off for the absences.
- 3) Once the employee has exhausted their accrued personal leave and paid time off, then the employee may receive an additional 80 hours of COVID-19 PAL for the absences.

<b>I. EMPLOYEE DATA</b>			
<b>Employee Name:</b>		<b>Banner ID:</b>	
<b>Dept. Name:</b>			
<b>II. QUARANTINE ORDER, SELF-QUARANTINE OR COVID-19 VACCINE REACTION</b>			
<i>To be considered eligible for COVID-19 PAL for the qualifying reason of a quarantine order, self-quarantine advice from a health care provider or due to a reaction to the COVID-19 vaccine.</i>			
<b>Contact information for the governmental entity ordering quarantine OR the health care provider advising self-quarantine OR the health care provider that administered the COVID-19 vaccine (Please attach copy of COVID-19 Vaccination Record Card):</b>			
<b>Name:</b>			
<b>Address:</b>			
<b>Phone:</b>			
<b>Name of Clinic/Hospital/Telemed Service:</b>			
<b>Date of Service:</b>		<b>Date(s) Absent from Work:</b>	
<b>III. EMPLOYEE ATTESTATION AND SIGNATURE</b>			
<b>I understand that providing false or misleading information regarding the need for COVID-19 PAL or COVID-19 related qualifying event will be grounds for corrective action, up to and including termination of employment.</b>			
<b>Employee's Signature:</b>		<b>Date:</b>	