

SMITHTOWN CENTRAL SCHOOL DISTRICT
NYS PAID COVID LEAVE/REMOTE WORK REQUEST FORM

Employees must make a copy of this form in order to edit it. Please complete the information below as part of your request for paid COVID leave time and/or remote work. Return the form and documents to the Office for Personnel Services within 14 days in order for your request to be processed in a timely manner.

NAME:	DATE:
SCHOOL:	JOB TITLE:
LEAVE START DATE:	LEAVE END DATE:
SCHEDULED HOURS DURING LEAVE (HOURLY ONLY): M _ T _ W _ TH _ F _	

EMPLOYEES MUST CONTACT THEIR DIRECT SUPERVISOR TO NOTIFY THEM OF A POSITIVE TEST IMMEDIATELY.

PLEASE CHECK THE ONE THAT APPLIES:

- ☐ I am under a quarantine or isolation order related to COVID-19, unable to work and I am applying for NYS Paid Leave for COVID reasons. My quarantine or isolation order is attached.
- ☐ I am under a mandatory quarantine or isolation order but do not want to apply for NYS Paid Leave. I will be working **REMOTELY**. My quarantine or isolation order and supervisor's approval are attached.

QUARANTINE/ISOLATION ORDERED BY
REPLACE THIS TEXT WITH THE AGENCY NAME THAT PROVIDED THE ORDER

CERTIFICATIONS:

- ☐ I certify that, I am unable to work or telework (remote) and the above information is accurate and complete.
- OR**
- ☐ I certify that I am able to telework, my supervisor(s) has approved the remote work and the above information is accurate and complete. I have attached a copy of the approval to work remotely.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

PERSONNEL OFFICE USE ONLY

NYS PAID LEAVE: APPROVED: _____ DENIED: _____

WORKING REMOTELY-DID NOT APPLY FOR NYS PAID LEAVE: APPROVED: _____

Personnel Office Signature: _____

NOTES

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NYS PAID LEAVE REQUEST DOCUMENT RETURN CHECKLIST

I HAVE ATTACHED ALL OF THE FOLLOWING DOCUMENTS AS REQUIRED

REQUIRED ITEMS	
NYS Paid Leave Request Form (It must be completed) (Form Above)	REQUIRED
Proof of positive test result if you have tested positive (A lab confirmed test is required. At-home tests are no longer acceptable.).	REQUIRED
DOH Affirmation of Isolation linked here	REQUIRED
Administrative approval of remote work	(If Applicable)

Please note: Requests for NYS Paid Leave will not be processed unless all required documents are returned with the application. This includes the approval for remote work if under a quarantine order.

Return completed form and associated documents to:

Jennifer Murray

jmurray03@smithtown.k12.ny.us