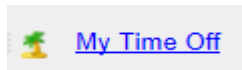


# EmpCenter How to Request Emergency COVID-19 Leave

This job aid will assist users with entering a new request for Emergency COVID-19 Leave in EmpCenter. This guide will walk employees through this process.

1. Login to EmpCenter.
2. Select My Time Off under the Schedules box.



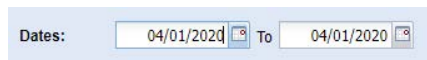
3. Click on Create New Request.



4. Click on the Continue button in the section for Time Off for Sick, Annual, and Other.



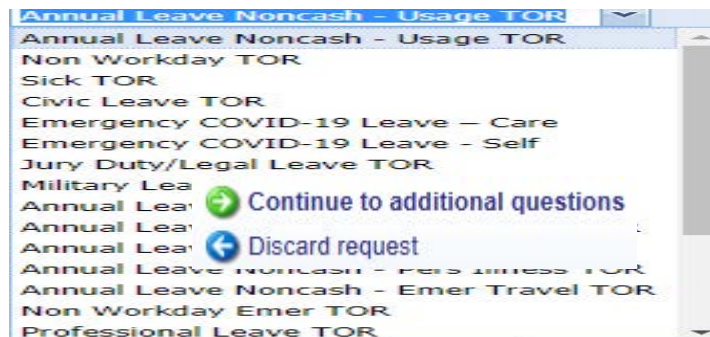
5. Enter your Estimated Start Date and Estimated End Date.



6. Use the drop down menu to choose the reason for the leave. Choose Emergency COVID-19 Leave-Care if:
  - you are caring for another person who is subject to a quarantine or isolation order or you are caring for an individual who has been advised by a health care provider to self quarantine due to COVID-19;
  - you are caring for your child because their school/child care provider is closed due to COVID-19;
  - you are experiencing a similar condition as specified by the Secretary of HSS.

Use the version labeled Emergency COVID-19 Leave-Self if:

- you are subject to a quarantine or isolation order related to COVID-19;
- you have been advised by a health care provider to self quarantine due to COVID-19;
- you are experiencing symptoms of COVID-19.



7. Click on Emergency COVID-19 Leave-Self or Emergency COVID-19 Leave-Care. Then click next

8. You will then have the option to enter a comment before you hit Submit

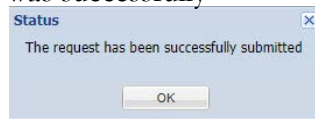


Action	Date	Pay Code	Days
 	Wed 04/01/2020	Emergency COVID-19 Le...	1.0

9. An acknowledgments box will pop up. Click the I agree button, then hit Submit.



10. A message indicating that the leave was successfully submitted will appear.



11. The request for Emergency COVID-19 Leave is now created and waiting for your supervisor to approve.



Type	Start Date	End Date	Hours Requested	Status	Case ID
Time off - Emergency COVID-19...	04/01/2020	04/01/2020	1	Pending	1111