



# Lancaster School District

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## Request for COVID-19 Supplemental Paid Sick Leave March 29, 2021 through September 30, 2021

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Position \_\_\_\_\_ Site: \_\_\_\_\_

**I am unable to return to work due to one of the reasons listed below:**

1. \_\_\_\_\_ I was subject to a federal, state, or local quarantine or isolation order related to COVID-19
2. \_\_\_\_\_ I was advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19
3. \_\_\_\_\_ I was prohibited from working by the Lancaster School District due to health concerns related to the potential transmission of COVID-19
4. \_\_\_\_\_ I was attending an appointment to receive a vaccine for protection against contracting COVID-19
5. \_\_\_\_\_ I was experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work
6. \_\_\_\_\_ I was experiencing symptoms of COVID-19 and seeking a medical diagnosis
7. \_\_\_\_\_ I was caring for a family member who is subject to a quarantine or isolation order, has been advised to self-quarantine or self-isolate by a healthcare provider, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis
8. \_\_\_\_\_ I was caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19.

Effective dates: From \_\_\_\_\_ through \_\_\_\_\_ **Approved/Initialed by Administrator: \_\_\_\_\_**

**All reasons above will require supporting documentation.** Examples listed below:

- a copy of the quarantine or isolation order
- a written documentation from a health care provider advising self-quarantine
- a notice posted on a government, school, or day care website, or published in a newspaper, or a formal communication from an employee or official of the school, place of care, or childcare provider.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Approved/Denied:**

\_\_\_\_\_  
Deputy Superintendent, Human Resources Signature

\_\_\_\_\_  
Date

Processed by HRS: \_\_\_\_\_

Updated: 09/08/21