

# Application for Emergency Paid Sick Leave (EPSL)

## Section 1: Employee Information (PLEASE PRINT OR TYPE)

Employee Name: \_\_\_\_\_ TTU R#: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Where I can be reached during leave:

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_  
Street or P.O. Box City Zip

Last Day Worked: \_\_\_\_\_ Period of Absence Requested: From: \_\_\_\_\_ Through: \_\_\_\_\_

I will need (choose one): ☐ Continuous Leave ☐ Intermittent leave

If your leave is intermittent, please specify the nature of your intermittent leave:

\_\_\_\_\_  
\_\_\_\_\_

## Section 2: Circumstance Supporting Request for Leave

I am requesting EPSL for the following reason:

- ☐ (i.) Employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- ☐ (ii.) Employee has been advised by a healthcare provider to self-quarantine due to COVID-19;
- ☐ (iii.) Employee is experiencing COVID-19 symptoms and seeking a medical diagnosis;
- ☐ (iv.) Employee is caring for an individual subject to an order described in (i) or self-quarantine as described in (ii);
- ☐ (v.) Employee is caring for a child of any age whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
- My child attends \_\_\_\_\_ school/daycare.
- ☐ (vi.) Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

By signing below, I certify to the best of my knowledge that all information provided on this application is true and accurate. *NOTE: Appropriate form or supporting documentation may be required in order to be considered for approval.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

ROUTE FORM TO: Human Resource Services, Mail Stop 1093 or Box 41093, LUBBOCK, TX 79409

Email: [hr.leaveadministration@ttu.edu](mailto:hr.leaveadministration@ttu.edu) Fax: 806-742-3666