

Electronic SF-6 Leave Guide for COVID-19

- ❖ Tracking disaster leave in conjunction with the use of Sick, Annual and/or Special leave because of COVID-19 (Leave Earning Monthly Unclassified Positions Only)

Beginning March 10, 2020

- ❖ *Not at work to care for himself/herself due to a positive diagnosis of COVID-19* – Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.
- ❖ *Not at work to care for a spouse/domestic partner or dependent child(ren) residing in his/her household who has been positively diagnosed with COVID-19* – Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

Disaster – Code for tracking sick and/or annual leave taken due to COVID-19

- Disaster is a designation code used for tracking purposes only and does not deduct from Sick or Annual leave accruals
- Disaster designation should be used in conjunction with Sick and/or Annual leave submission(s)

Favorites ▾ Main Menu ▾ > Self Service ▾ > Absence ▾ > Absence Request (SF-6)

PS9HRPAT
WEBRCB1

Application for Absence Request (SF-6)

Job Title: [REDACTED] Empl ID: [REDACTED]
Empl Rcd: 0

| Details | |
|----------------|-----------------------------------------------------------------------------------|
| *Start Date: | 04/01/2020 ⓘ *Time: 8:00AM ⓘ |
| *End Date: | 04/03/2020 ⓘ *Time: 4:30PM ⓘ |
| *Absence Type: | Sick Leave ▾ <input type="radio"/> FMLA <input checked="" type="radio"/> Disaster |
| *Total Hours: | 24 *Duration Per Day: 8 |
| Comment: | <input type="text"/> |

| Leave Balance | | |
|---------------|------------|---------|
| Plan Type | As Of Date | Balance |
| Sick | 03/31/2020 | 146 |
| Vacation | 03/31/2020 | 65 |

| Off-Campus Activity | |
|---------------------|----------------|
| Fiscal Year | Max Allowed Hr |
| 2020 | 120.0 |

By clicking the submit button you are certifying that your absence from duty is for the reason noted above.

Submit

Special Leave (Reason: COVID-19) – Code for special leave once sick and annual leave accruals have been exhausted or for leave earning employees who do not have leave balances (i.e. recent new hires/rehires)

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Absence](#) > [Absence Request \(SF-6\)](#)

PS9HRPAT
WEBRCB1

Application for Absence Request (SF-6)

[Redacted] Empl ID: [Redacted]
 Job Title: [Redacted] Empl Rcd: 0

Details

*Start Date: 04/01/2020 *Time: 8:00AM

*End Date: 04/03/2020 *Time: 4:30PM

*Absence Type: Special Leave

Reason: COVID-19

*Total Hours: 24.00 *Duration Per Day: 8.00

Comment:

Leave Balance

| Plan Type | As Of Date | Balance |
|-----------|------------|---------|
| Sick | 03/31/2020 | 146 |
| Vacation | 03/31/2020 | 65 |

Off-Campus Activity

| Fiscal Year | Max Allowed Hr |
|-------------|----------------|
| 2020 | 120.0 |

By clicking the submit button you are certifying that your absence from duty is for the reason noted above.

Beginning March 13, 2020

- ❖ *Not at work because the employee has a high-risk immunological disorder(s) and needs to avoid exposure to COVID-19* - Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

Disaster – Code for tracking sick and/or annual leave taken due to COVID-19

- Disaster is a designation code used for tracking purposes only and does not deduct from Sick or Annual leave accruals
- Disaster designation should be used in conjunction with Sick and/or Annual leave submission(s)

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PS9HRPAT
WEBRCB1

Application for Absence Request (SF-6)

[Redacted] Empl ID: [Redacted]
 Job Title: [Redacted] Empl Rcd: 0

Details

*Start Date: 04/01/2020 *Time: 8:00AM

*End Date: 04/03/2020 *Time: 4:30PM

*Absence Type: Sick Leave FMLA Disaster

*Total Hours: 24 *Duration Per Day: 8

Comment:

Leave Balance

| Plan Type | As Of Date | Balance |
|-----------|------------|---------|
| Sick | 03/31/2020 | 146 |
| Vacation | 03/31/2020 | 65 |

Off-Campus Activity

| Fiscal Year | Max Allowed Hr |
|-------------|----------------|
| 2020 | 120.0 |

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Special Leave (Reason: COVID-19) – Code for special leave once sick and annual leave accruals have been exhausted or for leave earning employees who do not have leave balances (i.e. recent new hires/rehires)

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Application for Absence Request (SF-6)

Job Title: [REDACTED] Empl ID: [REDACTED]
Empl Rcd: 0

Details

*Start Date: 04/01/2020 *Time: 8:00AM
 *End Date: 04/03/2020 *Time: 4:30PM
 *Absence Type: Special Leave
 Reason: COVID-19
 *Total Hours: 24.00 *Duration Per Day: 8.00
 Comment:

Leave Balance

| Plan Type | As Of Date | Balance |
|-----------|------------|---------|
| Sick | 03/31/2020 | 146 |
| Vacation | 03/31/2020 | 65 |

Off-Campus Activity

| Fiscal Year | Max Allowed Hr |
|-------------|----------------|
| 2020 | 120.0 |

By clicking the submit button you are certifying that your absence from duty is for the reason noted above.

Beginning March 16, 2020

- ❖ *Not at work to care for dependent child(ren) residing in his/her household due to a school closure related to COVID-19* – Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

Disaster – Code for tracking sick and/or annual leave taken due to COVID-19

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- Disaster designation should be used in conjunction with Sick and/or Annual leave submission(s)

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Application for Absence Request (SF-6)

Job Title: [REDACTED] Empl ID: [REDACTED]
Empl Rcd: 0

Details

*Start Date: 04/01/2020 *Time: 8:00AM
 *End Date: 04/03/2020 *Time: 4:30PM
 *Absence Type: Sick Leave FMLA Disaster
 *Total Hours: 24 *Duration Per Day: 8
 Comment:

Leave Balance

| Plan Type | As Of Date | Balance |
|-----------|------------|---------|
| Sick | 03/31/2020 | 146 |
| Vacation | 03/31/2020 | 65 |

Off-Campus Activity

| Fiscal Year | Max Allowed Hr |
|-------------|----------------|
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Special Leave (Reason: COVID-19) – Code for special leave once sick and annual leave accruals have been exhausted or for leave earning employees who do not have leave balances (i.e. recent new hires/rehires)

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Application for Absence Request (SF-6)

Job Title: [REDACTED] Empl ID: [REDACTED]
Empl Rcd: 0

Details

*Start Date: 04/01/2020 *Time: 8:00AM
 *End Date: 04/03/2020 *Time: 4:30PM
 *Absence Type: Special Leave
 Reason: COVID-19
 *Total Hours: 24.00 *Duration Per Day: 8.00
 Comment: [REDACTED]

Leave Balance

| Plan Type | As Of Date | Balance |
|-----------|------------|---------|
| Sick | 03/31/2020 | 14.6 |
| Vacation | 03/31/2020 | 6.5 |

Off-Campus Activity

| Fiscal Year | Max Allowed Hr |
|-------------|----------------|
| 2020 | 120.0 |

By clicking the submit button you are certifying that your absence from duty is for the reason noted above.

Beginning March 18, 2020

- ❖ *Not at work because the employee needs to care for a spouse/domestic partner, or dependent child that has a high-risk immunological disorder(s) and needs to avoid exposure to COVID-19* - Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

Disaster – Code for tracking sick and/or annual leave taken due to COVID-19

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- Disaster designation should be used in conjunction with Sick and/or Annual leave submission(s)

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Application for Absence Request (SF-6)

Job Title: [REDACTED] Empl ID: [REDACTED]
Empl Rcd: 0

Details

*Start Date: 04/01/2020 *Time: 8:00AM
 *End Date: 04/03/2020 *Time: 4:30PM
 *Absence Type: Sick Leave FMLA Disaster
 *Total Hours: 24 *Duration Per Day: 8
 Comment: [REDACTED]

Leave Balance

| Plan Type | As Of Date | Balance |
|-----------|------------|---------|
| Sick | 03/31/2020 | 14.6 |
| Vacation | 03/31/2020 | 6.5 |

Off-Campus Activity

| Fiscal Year | Max Allowed Hr |
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Special Leave (Reason: COVID-19) – Code for special leave once sick and annual leave accruals have been exhausted or for leave earning employees who do not have leave balances (i.e. recent new hires/rehires)

Application for Absence Request (SF-6)

Job Title: [REDACTED] Empl ID: [REDACTED]
Empl Rcd: 0

Details

*Start Date: 04/01/2020 *Time: 8:00AM
*End Date: 04/03/2020 *Time: 4:30PM
*Absence Type: Special Leave
Reason: COVID-19
*Total Hours: 24.00 *Duration Per Day: 8.00
Comment:

Leave Balance

| Plan Type | As Of Date | Balance |
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| Sick | 03/31/2020 | 146 |
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