



Using Emergency Paid Sick Leave on a Leave Request

Choosing Emergency Sick Leave

This job aid describes how to choose Emergency Paid Sick Leave when creating an absence request. Please review the [Create Absence/OT Request job aid](#) for complete instructions of the entire process.

1. Select one of the following **Emergency Paid Sick Leave types** (listed below) from the **Absence Name** drop-down list:
 - a. Emergency Paid FMLA LV-Cat 2
 - b. Emergency Paid Sick Lv-Cat 1
 - c. Emergency Paid Sick Lv-Cat 2

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Please note new [Emergency Leave A](#) any additional requirements.

Please select the Emergency Leave A

Absence Detail ?

*Start Date

Filter by Type

*Absence Name

Comments

Requestor Comments

Go To [View Absence Request H](#)

* Required Field

[Return to Timesheet](#)

Court Leave
Credit Hours Earned
Credit Hours Used
Credit Hours Used / FMLA- Emp
Credit Hours Used / FMLA- Fmly
Credit Hours Used / Volunteer
DC Ntnl Grd Military Parades
Disabled Veteran Leave
Donated Leave
Donated Leave / FMLA- Employee
Donated Leave / FMLA- Family
Emergency Duty - Military
Emergency Paid FMLA LV-Cat 2
Emergency Paid Sick Lv-Cat 1
Emergency Paid Sick Lv-Cat 2
Home Leave
LWOP
LWOP / FMLA- Employee
LWOP / FMLA- Family
LWOP / Volunteer
LWOP Workers Comp Used
Military Reserve Technicians
Other Paid Absence
Other Paid Absence / Volunteer
Overtime Request
Regular Military
Religious Comp Earned
Religious Comp Used
Restored Leave #1
Restored Leave #1 / FMLA- Emp

Personal Information section. Enter your initials to indicate your understanding and completion of

balances



2. Under the Additional Information heading, enter your initials in the **Correct Absence Type Selected** and the **My Pay May Be Impacted** fields to indicate your understanding and completion of any additional [requirements](#).
3. Select the **Submit** button to complete the Emergency Sick Leave Request.

Absence Detail ?

*Start Date

End Date

Filter by Type

*Absence Name Current Balance 0.00 **

Partial Days

Duration Hours

Additional Information

*Correct Absence Type Selected *My Pay May Be Impacted

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

[Return to Timesheet](#)