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
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.