

Authorized COVID-19 Related Reasons:

- To take care for myself or get medical treatment due to a COVID-19 diagnosis or symptoms, or to get or recover from a COVID-19 immunization
- To quarantine as required by a local state, or federal public official, a health authority having jurisdiction, or a health care provider.
- To care for a covered family member in the above situations.
 - Covered family members are an employee’s spouse, domestic partner, child, parent, grandchild, grandparent, or sibling, a parent of the employee’s spouse or domestic partner, or a person who stood in loco parentis to the employee when the employee was a minor child.

In the COVID-19 Reason field on the front of this form, simply write one of the reasons and whether it was for yourself or a family member. For example, “quarantine-employee”, “immunization – family member”, “sick-employee”, etc.

How to Calculate the Number of Hours You are Eligible for:

Under the 2021 - 2022 HUCTW Agreement, you are eligible to convert up to 5 days of sick leave. Each day is equal to one-fifth of your regular weekly hours.

The number of hours of sick leave you are eligible to convert is equal to one week of regularly scheduled hours. For example, you are eligible for 35 hours if that is your regular weekly schedule. You are eligible for 21 hours if that is your regular weekly schedule.