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| **COVID-19** **Electronic Paid Leave Form**Effective: 4/1/2020Supersedes: First Issue\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Depending on computer model and software, this form may not function properly. If you need assistance with this form, please contact Michele Avendano, HR Coordinator—Comp. & Benefits, at: avendano.michele@gaston.edu****This form is used to report and track leave hours taken for approved COVID-19 leave. This form is intended for electronic use only and should be submitted by no later than the end of each month.** |
| **Employee**1. Fill in your *Name,* *Employee No*., and *Today’s Date.*
2. Fill in the applicable *Leave Code*, *From Date*, and *To Date* by clicking in the boxes.
3. Fill in the *Hours* for each *Leave Code* and total the hours at the bottom of the column.
4. Once complete, Save the form asWord document or PDF with your name as part of the document’s name or title.
5. Email the completed form to your supervisor.

**Supervisor(s)**1. Review the Electronic Paid Leave Form and if approved, **Forward** the request to the Next Level Supervisor (if applicable) with the word ***Approved*** in the body of the email. Add any additional comments. If not approved, follow-up with the employee and adjust accordingly.
2. The final approving supervisor then forwards this form to: **leave@gaston.edu.** Please include the word ***Approved*** in the body of the email.

**NOTE:**  If needed, this form may be submitted by the supervisor on behalf of the employee. |
| **Name:** | **\*Employee No.**  | **Today’s Date:** |
|  |  | Click here to enter a date.  |
|  | **\*Employee No.** is a 7-digit number located on the top left side of your Pay  Advice in WebAdvisor. Click [**here**](https://webadvw.gaston.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7536257943)to go to the WebAdvisor Log In. |
| **COVID-19 Leave Codes** |
|  | **EPS** = Emergency Paid SickLeave**EFML** = Emergency FMLA Leave |  | **EPA** = Emergency Paid AdministrativeLeave |
|  |
|  | **Leave Code** | **From Date** |  | **To Date** |  | **Hours** |
| **1.** | Choose an item. | Click here to enter a date.  |  | Click here to enter a date.  |  |  |
| **2.** | Choose an item. | Click here to enter a date.  |  | Click here to enter a date. |  |  |
| **3.** | Choose an item. | Click here to enter a date. | Click here to enter a date. |  |  |
| **5.** | Choose an item. | Click here to enter a date. | Click here to enter a date. |  |  |
| **6.** | Choose an item. | Click here to enter a date. | Click here to enter a date. |  |  |
| **8.** | Choose an item. | Click here to enter a date. | Click here to enter a date. |  |  |
| **9.** | Choose an item. | Click here to enter a date. |  | Click here to enter a date. |  |  |
| **10.** | Choose an item. | Click here to enter a date. |  | Click here to enter a date. |  |  |
| **Total Hours** |  |