Submitting a Time-Off Request for COVID-19 (Coronavirus) Sick Leave
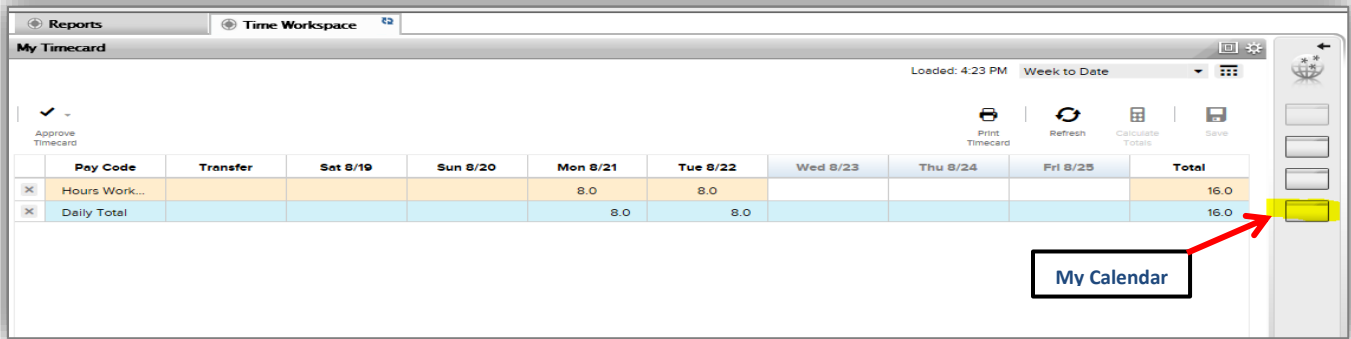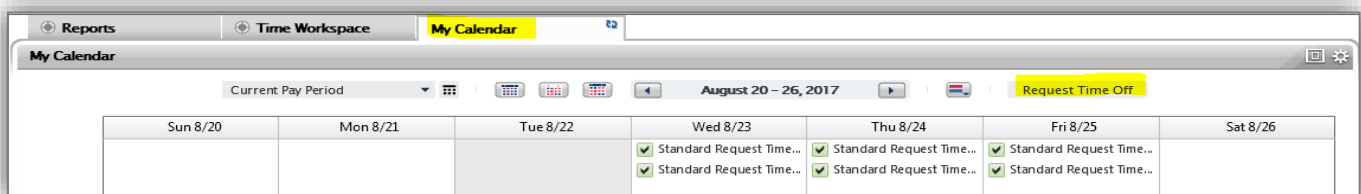
1. Log into ADP Time and click on **ADP Time Workspace → My Calendar**

2. Click on **Request Time-Off**

3. Complete request by entering **Start Date → End Date → Choose "COVID-19 Sick Leave" Pay Code → Start Time → Length → Submit**.

Please note that the length refers to the hours that will be used each day (e.g. 8 hours per day for a full day).

4. Once you submit your request your manager will receive an email letting him/her know a time-off request has been submitted. Once a time off request has been approved by your manager it will be visible in your timecard (you will be able to see it up to 14 days in advance).

> **Managers** – Approval of an employee's time-off request for COVID-19 Sick Leave should be done in the same manner that you currently approve vacation, sick and flex time-off requests. More information on how to approve a time-off request can be found by **clicking here**.