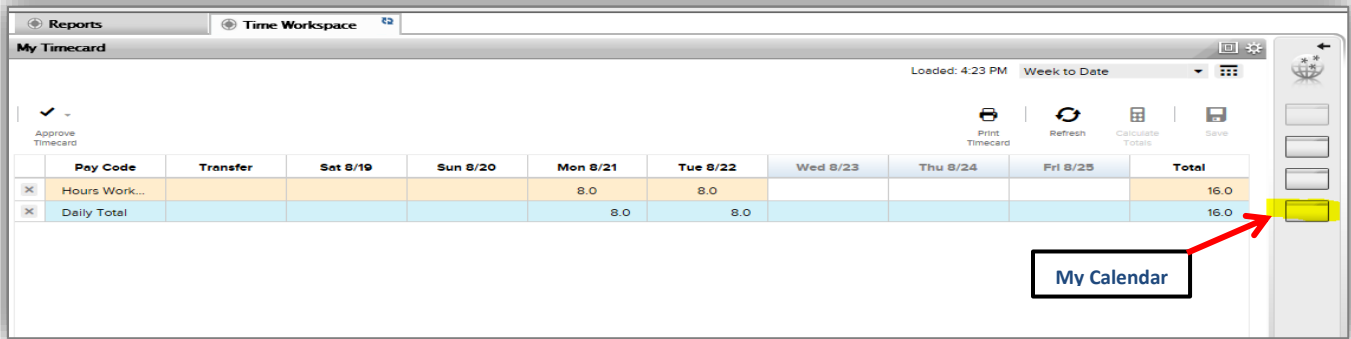
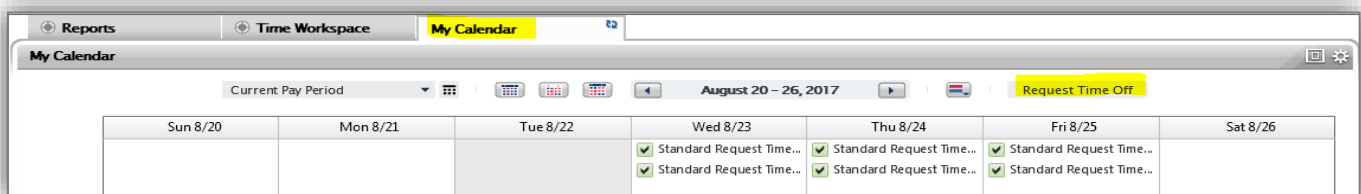


Submitting a Time-Off Request for COVID-19 (Coronavirus) Sick Leave

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](#).

The screenshot shows the 'Request Time Off' form. The 'Type' is set to 'Salary OH Request Time'. The 'Start date' and 'End date' are both 3/12/2020. The 'Pay code' is 'Vacation' and the 'Duration' is 'Full day'. The 'Accruals on' date is 3/12/2020. The 'Accruals' table shows a balance of 80.0 Hour for COVID-19 Sick Leave. The 'Notes (Optional)' field is empty. The 'Submit' button is highlighted in blue.

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](#).