

# How to apply for COVID Leave

## Log into the Employee Kiosk

Scroll down to  
Leave Request

Click on Create New  
Request

Select leave type  
"Other"



## Select COVID Leave Type Sub Category

Select COVID Care if you need to  
take care of someone with COVID

Select COVID Leave if you have  
COVID



## Enter Leave Details

Enter start and  
end dates for  
the leave

Enter number of  
days requested

Enter a brief  
explanation in  
the Reason Box

Attach a file with  
health department or  
medical professional  
information



## Submit Your Request

Click on the Submit Button

Alert your supervisor

Plan for substitute needs