**COVID-19 Testing Administrative Leave**

**Did you know?**

1) That you can receive up to a total of 32 hours of COVID-19 Testing Administrative Leave now through June 30, 2022.

2) The leave can only be used 16 hours for each test.  The 16 hours will be used in the following manner:  Day 1 – administer test.  Day 2 – confirmation of test results.

3) The leave request can be used for a portion of a day.  Example:  you work an 8-5pm schedule, and you are asked to go get tested at 1pm.  You may request 4 hours of leave for that day.

4) When requesting COVID-19 Testing Administrative Leave, there are two documents that are required for upload:
   a) COVID-19 Testing Administrative request form: Here is the link for that form.
      https://dcps.duvalschools.org/Page/29563
      And one of the following:

   - Referral e-mail from Health Services for Rapid Testing.
   - E-mail from your Principal/Supervisor requesting you go get tested.
   - Referred by Department of Health.
   - Test results from Testing facility.
   - Form from testing facility that you were tested.

5) All documentation must be uploaded through the ESS (Employee Self Service) portal in pdf or .jpeg format.  Below is the link to the ESS portal:
   https://ess.duvalschools.org/irj/portal .
   The leave is entered in ESS just as regular leave request except you will use the leave Description "COVID Testing Admin Leave" from the drop down.

6) Both documents need submitted for approval.

7) If any request is missing either document, your request will either be rejected by your Supervisor/Principal or by the Payroll Department, as Payroll is the 2$^{nd}$ level approver. The employee will receive an e-mail with an explanation at the bottom of the e-mail as to the reason the request was rejected.

8) If you have any questions, please contact Karen Matatall or Bruce Scheeley.