

**COVID-19 Administrative Leave**

**Request for COVID Administrative Leave for Testing**

Name	Personnel #	Full Time/Part Time
Position	Principal/Supervisor	School/Department Name

Reason for request (**Please check only ONE Reason**)

\_\_\_\_1. I have been directed by my supervisor, District School Health Services or the Department of Health to be tested for being symptomatic.

\_\_\_\_2. I have been directed by District School Health Services or the Department of Health to be tested due to contact tracing.

**Key points to keep in mind:**

- DCPS employees shall be granted up to 32 hours total, but no more than 16 hours for each test. The 2 days will be used for the following: Day 1 – administer test. Day 2 – confirmation of the results.
- COVID-19 Administrative Leave will be granted, when directed to be tested for COVID-19 by my supervisor, District School Health Services, or the Department of Health personnel for being symptomatic or contact tracing on behalf of DCPS.
- DCPS employees will be directed by the School Health Services team to the nearest District testing location for PCR testing.
- If an employee does NOT use the District testing site and chooses a different site, this may increase the time to receive the results and additional Administrative Leave will not be granted. The employee will use their own leave time for additional time missed from work beyond the 2 days.
- If you need a referral for testing, please notify your supervisor and a referral will be made to the School Health Services office for download.
- All employees must upload this form 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_