



CITY OF PHOENIX
HUMAN RESOURCES DEPARTMENT

Revised: Effective January 1 to April 30, 2021

**Request to Take Leave due to School or
Childcare Need Related to COVID-19**

Name:

Employee ID:

Department:

Supervisor:

Date:

Please Choose One:

I am requesting to take COVID-19 City Paid Leave due to School or Childcare Closure.

I am an emergency responder requesting an exception to be allowed to use COVID-19 City Paid Leave for School or Childcare Closure.

Please answer or complete each of the following: Does your child's school offer an in-person learning option?

Yes No

I am requesting leave for _____ days/week OR _____ hours/day.

I expect to need this leave until _____ (date).

This form should be submitted to the employee's supervisor and Department HR liaison. If the employee is an Emergency Responder, the HR liaison will submit to the department head, Deputy or Assistant City Manager for the department and the relevant labor group leader. Upon approval by the review committee, the request will be submitted to the HR Director for final approval and processing. Request from all other employees will be reviewed by the Department HR Liaison and does not require routing outside the department.



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Briefly describe reason for request and any relevant circumstances you would like to be considered:

Please explain whether the City Day Camp for Children or Dependents of Employees is a suitable option to assist you in resolving your situation. If not, please explain why not.

Required Documentation

Please note that relevant documentation of a school or childcare facility closure or other relevant circumstances should be attached to your request submission. (This could include copies of email messages sent by school officials indicating an in-person school option is unavailable to your child related to COVID-19).

Employees will be required to submit documentation every 30 days or sooner if there is a change to the in-person school option.

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