



## REQUEST FOR LEAVE FOR COVID-19 VACCINATION APPOINTMENTS

Eagle-Mountain Saginaw ISD is providing up to one-half day of leave for employees to obtain their COVID-19 vaccinations. Upon notification of a vaccination appointment, employees are requested to contact their supervisors as soon as possible to allow for scheduling for coverage of duties.

If an employee has already received a vaccine and utilized their personal leave, please complete this form and submit to have the prior used leave credited.

Please complete the below information, attach a copy of the appointment confirmation email or vaccination card from the clinic, and submit this form to your supervisor.

### Employee Info:

Name (First, MI, Last): \_\_\_\_\_

Campus/Dept: \_\_\_\_\_

Position/Job: \_\_\_\_\_

Date of Vaccination Appointment: \_\_\_\_\_

Time of Vaccination Appointment: \_\_\_\_\_

Requested Time Away from Duty: \_\_\_\_\_:\_\_\_\_\_ am / pm to \_\_\_\_\_:\_\_\_\_\_ am / pm

Signature of Employee: \_\_\_\_\_

**Employees using TrueTime:** *Please make an Edit Note of "COV-V" on your timesheet for the day and provide the requested time edit for the time you missed prior to submitting your timesheet. Your supervisor will make the adjustment upon receiving the requested documentation.*

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### OFFICE USE ONLY:

Is this request for a:

\_\_\_\_\_ New Request for Leave for Vaccination *(Please follow instructions provided to Supervisors)*

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\_\_\_\_\_ Prior Vaccination - Request to correct prior leave transaction *(Please forward to Jamie Erwin in Payroll & Benefits Dept. via interoffice mail or via email to [jmcnutt@ems-isd.net](mailto:jmcnutt@ems-isd.net))*

Supervisor Approval: \_\_\_\_\_