

WARNER PACIFIC UNIVERSITY

Vacation, Sick, and Mission Time Request Form

Employee Name _____ Today's Date _____

Employee Position Title _____

Department Name _____

Requested Time: Vacation* _____ Sick Time* _____ Mission** _____

Current Balance: Vacation _____ Sick Time _____ Mission _____

Day/Time Requested:	<u>Day(s)</u>	<u>Date(s) [mm/dd/yy]</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Current Key or Major Project(s)	Potential Project Conflict? Yes or No
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Mission Project Sponsoring Agency: _____

Mission Project Purpose and Value: _____

Employee Signature _____ Date _____

Supervisor Approval _____ Date _____

Notes:

*Please give your supervisor as much advance notice as possible for leave time..

**A written request for Mission Leave stating the details of the leave must be submitted to the employee's supervisor 30 days prior to the leave. Send a copy of the approved request to Payroll along with the respective Time and Leave Record.

Please also review the CDC COVID guidelines listed below for travel. These are included in our current Preparedness Plan which can be found here https://www.warnerpacific.edu/wp-content/uploads/2022/01/Spring-Preparedness_Jan-24.pdf :

Travel

WPU asks that students and employees carefully consider any travel outside of the local area. Minimizing travel and following normal preventative measures to slow the spread of the virus by wearing face coverings, handwashing, physical distancing and monitoring their health will limit exposure to COVID-19.

After domestic travel:

Fully-vaccinated individuals should self-monitor for symptoms and get tested if they exhibit symptoms.

Non-vaccinated individuals should get tested 3-5 days after travel. Even if the individual receives a negative test result, they need to quarantine for 5 days (based on the CDC guidelines). The quarantine clock starts the day after they return from travel, so they would return to campus on the 6th day after initiating quarantine depending on testing.

Employees must proactively communicate with their direct supervisor regarding the potential need for quarantine. Employees are expected to report exposure and/or positive test to Warner Pacific via the COVID-19 Reporting Form at <https://www.warnerpacific.edu/resources/covid-19/covid-19-reporting/>.

After international travel:

Per the CDC website, all air passengers ages 2 or older, regardless of citizenship or vaccination status, must show a negative result of a COVID-19 viral test or documentation of recovery from COVID-19 before they board a flight to the United States.

Employees must proactively communicate with their direct supervisor regarding the potential need for quarantine. Employees are expected to report exposure and/or positive test to Warner Pacific via the COVID-19 Reporting Form at <https://www.warnerpacific.edu/resources/covid-19/covid-19-reporting/>. Please follow the quarantine guidelines for domestic travel listed above.

Please let your supervisor know if you need to quarantine due to travel.