



**QUARANTINE LEAVE FOR CERTAIN LAW ENFORCEMENT PERSONNEL REQUEST FORM**

Once the employee obtain department head approval on this form, the employee must email this request form with the Human Resources and Risk Management’s Quarantine Leave Checklist to [HRRMQuarantineLeaveRequest@harriscountytexas.gov](mailto:HRRMQuarantineLeaveRequest@harriscountytexas.gov).

Employee Name  Employee ID

Business Unit

I am a Harris County certified peace officer or detention officer and am required to quarantine or isolate due to possible or known exposure to a communicable disease while on duty.

My current work schedule is (days/ hours/ day):

I am requesting paid quarantine leave from (date)  to (date)

totaling  work hours.

I am also requesting reimbursement of reasonable costs related to quarantine or isolation deemed necessary by the Human Resources and Risk Management division, including lodging, medical, and transportation as follows:

I, employee signature whose signature appears below:

- (i). Acknowledge I may be unable to return to work until such time as I provide a doctor’s note signifying fitness to return to work if appropriate and as requested;
- (ii). Understand that I still need to abide by my Department’s call in procedures;
- (iii). Certify that my Quarantine Leave Request is due to the reason(s) checked above; and
- (iv). Understand that providing false or misleading information about my absence may result in disciplinary action up to and including termination.

Employee Signature  Date:

Department Head or Designee:  Date:

Printed Name of Department Head or Designee:

**\*\*\*\*\*FOR INTERNAL HRRM USE ONLY\*\*\*\*\***

The above quarantine leave request has been:

Denied: Employee is not required to self-quarantine or isolate due to a possible or known exposure to a communicable disease while on duty.

Approved:

Employee is entitled to quarantine leave for the duration of the quarantine or isolation period from:

(date)  to (date)

Employee is entitled for reimbursement of reasonable costs related to quarantine or isolation:

For:  date(s)

For:  date(s)

For:  date(s)

For:  date(s)

(To receive reimbursement, employee must follow the County's regular reimbursement procedures)

Approved by:

Date: