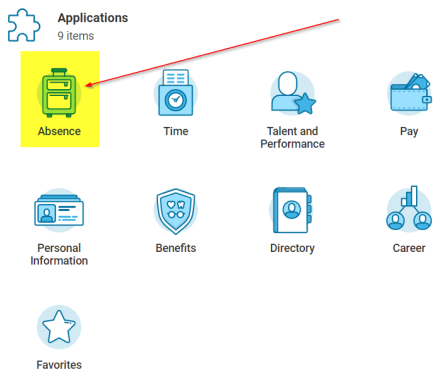
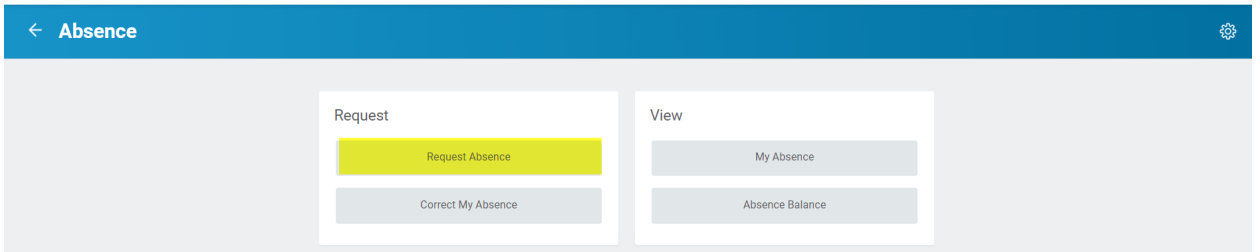
How do I submit COVID-19 Leave absence?

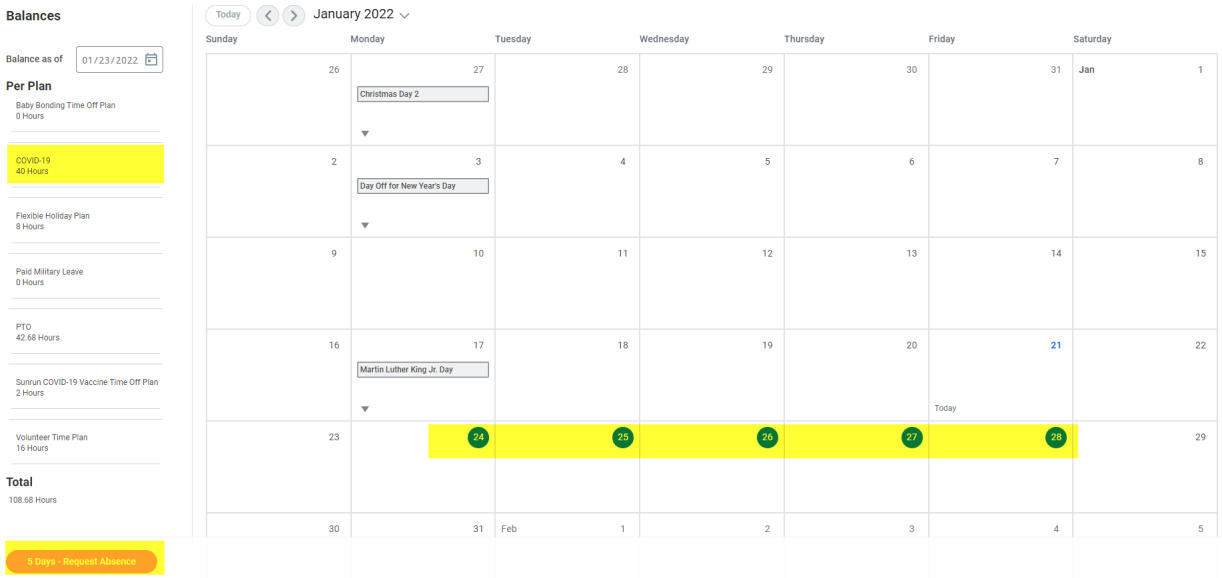
Employees will have self-service access effective on 1/23/2022 to enter their own COVID-19 Leave through Workday. Requests will be routed to your Manager for approval.

1. Workday > “Absence” icon > Request Absence

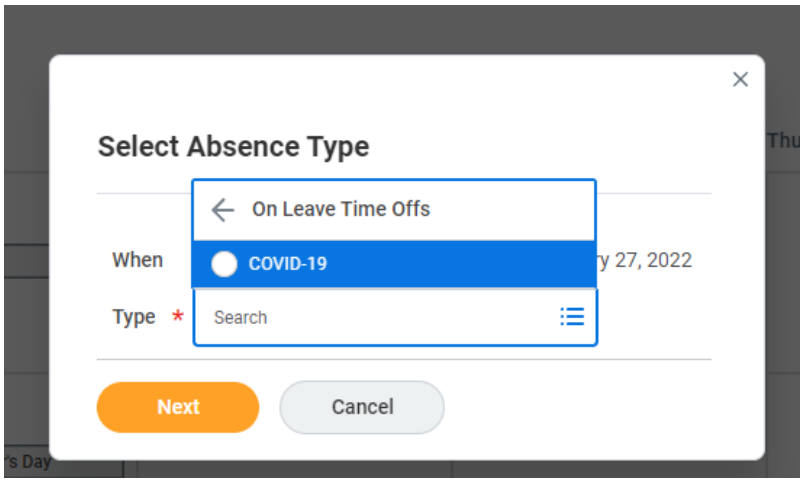




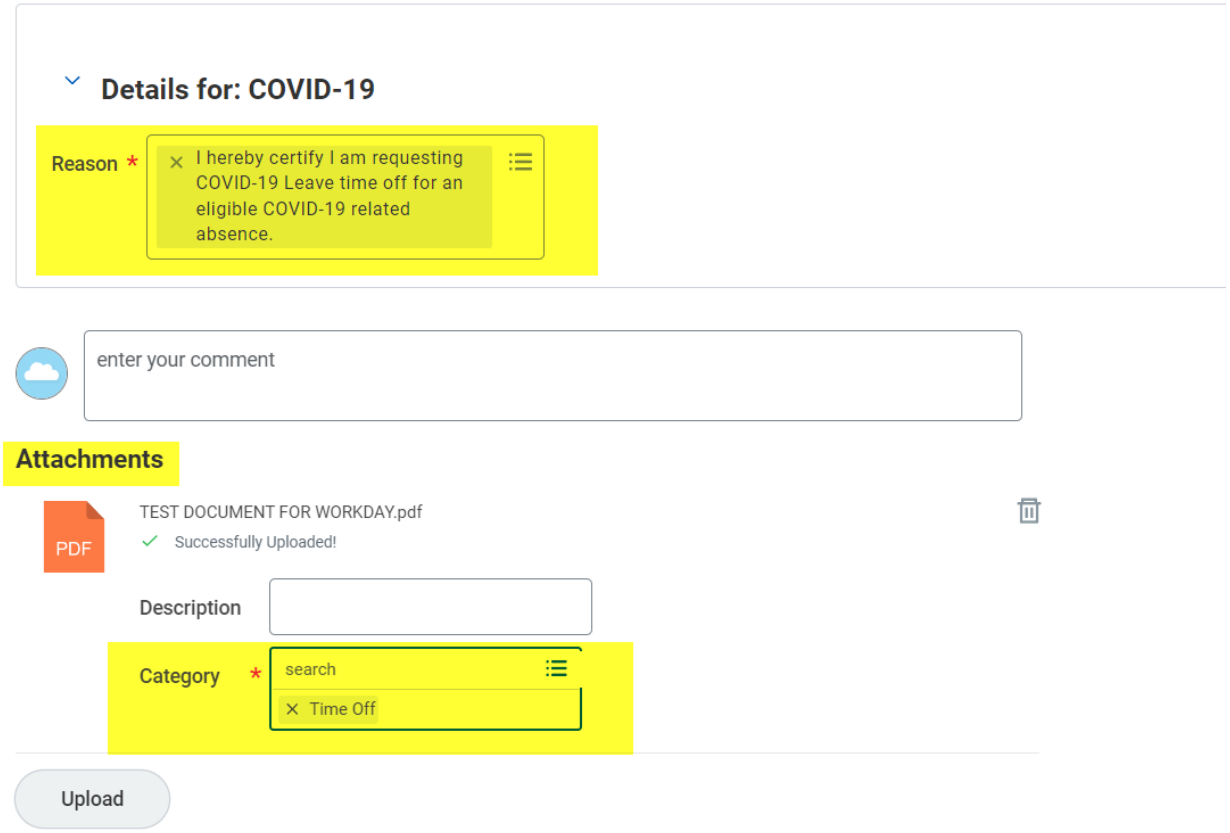
2. Select the dates listed on your Safety notice, then click Request Absence.



3. When the pop up window comes up, confirm the dates are correct and select “On Leave Time Offs”>COVID-19, then click Next.



4. Under Reason* you must select “I hereby certify I am requesting a COVID-19 Leave time-off for an eligible COVID-19 related absence” and upload your email confirmation from the safety team of your incident report. Choose “Time off” under Category and click Submit.

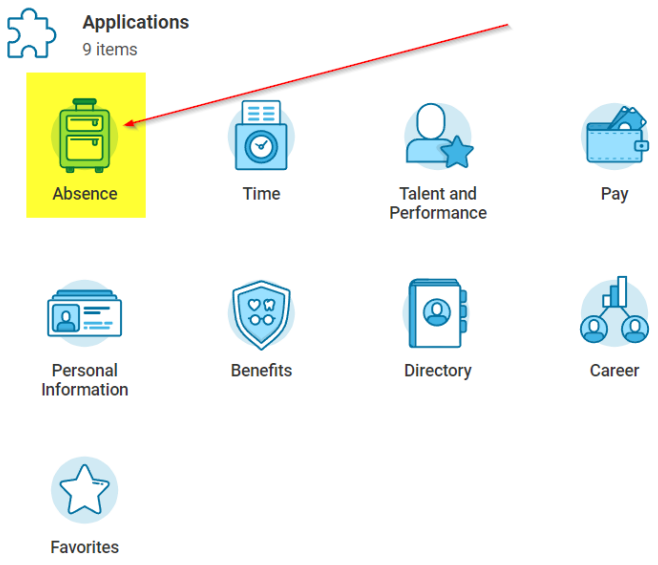


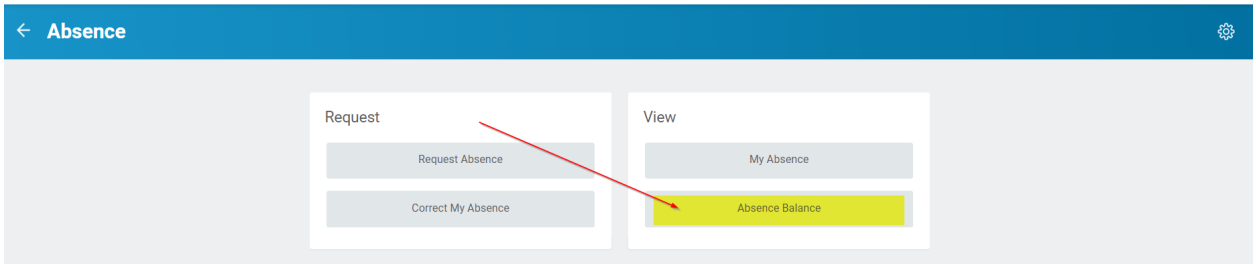
Please note, time off requests due to COVID-19 ***PRIOR*** to 1/23/2022 <u>will not be</u>

accepted.

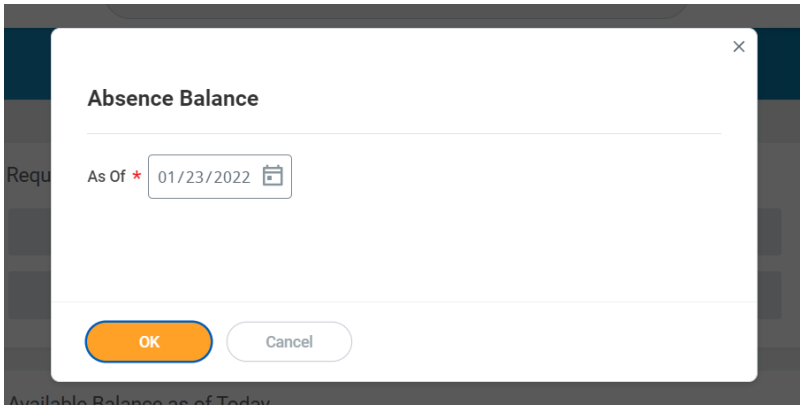
Where can I view my COVID-19 Leave balance?
You will be able to see this new COVID-19 State Required Leave balance in Workday:

1. Under the “Absence” Icon > Available Balances





2. Select the date you want to view (Date must be after 1/23/22)



3. Look for COVID-19 Time off

Balance As Of Date 01/23/2022

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date val

Balances Tracked in Hours 7 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date
Baby Bonding Time Off Plan	Hours	0	0	0
COVID-19 Time Off	Hours	40	0	0
Flexible Holiday Plan	Hours	0	8	0
Paid Military Leave	Hours	0	0	0
PTO	Hours	28.82	13.86	0
Sunrun COVID-19 Vaccine Time Off Plan	Hours	0	2	0
Volunteer Time Plan	Hours	0	16	0